

Public Document Pack



TRAFFORD COUNCIL

Tuesday, 17 July 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, 25 JULY 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:

NOTE: PRESENTATION FOR MEMBERS OF COUNCIL - 6.15 P.M. - 6.45 P.M.

'iCAN' SCAM WARNING SCHEME

Prior to Council, all Members of Council are invited to attend at 6.15 p.m. in the Council Chamber to receive a presentation informing them about the 'iCAN' scam warning scheme and be invited to join the scheme.

- | | Pages |
|---|--------------|
| 1. Minutes | |
| To approve as a correct record the Minutes of the Annual Meeting of the Council held on 23 May 2018 for signature by the Mayor as Chairman. | 1 - 14 |
| 2. Announcements | |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairs of Scrutiny Committees and the Head of Paid Service. | |
| 3. Questions By Members | |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chair of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. | |

4. Stockport, Trafford and Rochdale (STaR) Procurement Collaboration and Executive Joint Committee

To consider a report of the Executive Member for Finance, further to an expected decision of the Executive at its meeting on 23 July 2018.

To Follow

[Note: A related report containing “exempt information” is also to be considered by the Council without the press and public present.]

5. Accounts and Audit Committee Annual Report 2017/18

To note a report of the 2017/18 Chairman and Vice-Chairman presented to the Accounts & Audit Committee on 20 June 2018.

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6. Year End Corporate Report on Health and Safety - 1 April 2017 to 31 March 2018

To note a report of the Executive Member for Equalities and Partnerships.

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7. Report of the Independent Remuneration Panel

To consider a report of the Director of Legal Services.

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8. Motions

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

(a) Motion Submitted by the Green Party Group with the support of a Liberal Democrat Member - Reducing Single Use Plastic in Trafford

Council notes that, in the UK, one million plastic bottles are bought around the world every minute. Across the country, only 40% of plastic waste is recycled domestically while eight million tons of plastic waste ends up in the world's oceans each year. Here it endangers marine life and can enter the food chain where it is known to pose risks to human health.

Council believes that the reduction of single-use plastic would benefit health in Trafford and reduce waste.

Council therefore requests the Executive Member for the Environment, Air Quality and Climate Change to:

1. Develop a robust strategy to ensure Trafford Council phases out single-use plastics (SUP) in its activities within the next two years.

Continued ...

2. Work with partners and other large institutions to encourage them in developing similar strategies to reduce SUP.
3. Inform the public of Trafford of the reasons for phasing out SUP and encourage them to switch to alternatives.

Council also agrees to:

1. Incorporate the phasing out of SUP into Trafford Council's Sustainability Strategy.
2. Refer all of the recommendations in this motion to Scrutiny Committee in order to advise the Executive on effective delivery.
3. Ask the Executive Member for the Environment, Air Quality and Climate Change to write to the Environment Secretary, requesting that the reduction of SUP form part of any future national Waste Management Strategy.

(b) Motion Submitted by the Labour Group - Charter Against Modern Slavery

Trafford Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.

Report publicly on the implementation of this policy annually.

(c) Motion Submitted by the Labour Group - Northern Rail Performance

This Council recognises the crucial role that railways must play in a prosperous northern economy and the extent to which so many Trafford residents require a modern, efficient, comfortable and punctual rail service to support their professional lives.

Council is alarmed at the continued and accelerated deterioration in Northern Rail services in Trafford following the introduction of a new timetable on May 20, particularly on the Flixton/Urmston and Altrincham lines, as well as more generally across the North West.

Council considers the overcrowding and delays experienced by passengers are a failure of both a flawed franchise regime, and of a Conservative Government that has contemptuously reneged on election manifesto pledges to deliver investment whilst ignoring warnings that the timetable changes would bring chaos.

Council therefore resolves to instruct the Leader to write to the Prime Minister to demand that:

- Government recommits to the Northern Powerhouse.
- Government takes immediate action to take back the Northern Rail franchise into public owned operation.
- Secretary of State for Transport, Chris Grayling is removed from his role as it is clear he has lost the confidence of rail users in the north; and it is vital that we have a Secretary of State that values the North of England.

9. Exclusion Resolution

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

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

10. Stockport, Trafford and Rochdale (STaR) Procurement Collaboration and Executive Joint Committee

(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A i.e. the report is not for publication as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

To consider a report of the Executive Member of Finance, further to an expected decision of the Executive at its meeting on 23 July 2018.

To Follow

[Note: A related report is to be considered in public earlier at the meeting.]

11. **Appointment of Interim Chief Executive and Appointments to Corporate Leadership Structure**

(Not for publication by virtue of Paragraphs 1 and 3 of Part 1 of Schedule 12A i.e. the report is not for publication as it contains information relating to an individual and information relating to the financial or business affairs of a particular person (including the authority holding that information), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

To consider a report of the Leader of the Council.

To Follow

Yours sincerely,



JILL COLBERT

Acting Chief Executive

Membership of the Council

Councillors T. Ross (Mayor), R. Chilton (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, T. Carey, M. Cawdrey, G. Coggins, M. Cordingley, J. Coupe, J. Dillon, A. Duffield, Mrs. L. Evans, N. Evans, M. Freeman, Mrs. D.L. Haddad, J. Harding, J. Holden, D. Hopps, M. Hyman, C. Hynes, D. Jarman, D. Jerrome, P. Lally, J. Lamb, J. Lloyd, S. Longden, E. Malik, A. Mitchell, P. Myers, A. New, E. Patel, K. Procter, J.R. Reilly, B. Rigby, B. Sharp, B. Shaw, J. Slater, E.W. Stennett, S. Taylor, S. Thomas, L. Walsh, A. Western, D. Western, M. Whetton, G. Whitham, A.M. Whyte, A.J. Williams, J.A. Wright, M. Young and Mrs. P. Young

Further Information

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

Ian Cockill, Democratic Services Officer

Tel: 0161 912 1387

Email: ian.cockill@trafford.gov.uk

This Summons was issued on **Tuesday, 17 July 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

ANNUAL MEETING OF THE COUNCIL

23 MAY 2018

PRESENT

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

T. Ross (Deputy Mayor)	J. Dillon	E. Patel
D. Acton	A. Duffield	K. Procter
S. Adshead	Mrs. L. Evans	J.R. Reilly
S.B. Anstee	N. Evans	B. Sharp
Dr. K. Barclay	M. Freeman	B. Shaw
J. Baugh	Mrs. D.L. Haddad	J. Slater
J. Bennett	J. Harding	E.W. Stennett
Miss L. Blackburn	J. Holden	S. Taylor
R. Bowker	D. Hopps	S. Thomas
C. Boyes	C. Hynes	L. Walsh
Mrs. A. Bruer-Morris	D. Jarman	A. Western
Mrs. J.E. Brophy	D. Jerrome	D. Western
B. Brotherton	P. Lally	M. Whetton
D. Bunting	J. Lamb	G. Whitham
D. Butt	J. Lloyd	A.M. Whyte
T. Carey	S. Longden	A.J. Williams
M. Cawdrey	E. Malik	J.A. Wright
R. Chilton	A. Mitchell	M. Young
G. Coggins	P. Myers	Mrs. P. Young
M. Cordingley	A. New	

In attendance

Corporate Director Transformation and Resources	Ms. J. Hyde
Corporate Director Children, Families and Wellbeing	Ms. J. Colbert
Acting Corporate Director, Economic Growth, Environment and Infrastructure	Mr. R. Roe
Director of Legal and Democratic Services	Ms. J. Le Fevre
Principal Solicitor and Deputy Monitoring Officer	Ms. D. Sykes
Chief Finance Officer	Ms. N. Bishop
Interim Head of Communications	Ms. A. Schorah
Head of Governance	Mr. P. Forrester
Senior Democratic and Scrutiny Officer	Mr. I. Cockill

APOLOGIES

Apologies for absence were received from Councillors S.K. Anstee, M. Hyman and B. Rigby.

**Annual Meeting of the Council
23 May 2018**

1. ELECTION OF MAYOR AND CHAIR OF COUNCIL

It was proposed, seconded, supported and

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

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

**THE WORSHIPFUL THE MAYOR
(COUNCILLOR TOM ROSS) IN THE CHAIR**

The Mayor returned thanks to the Council for his election and announced his intentions for prayers at future Council meetings.

2. APPOINTMENT OF DEPUTY MAYOR AND VICE-CHAIR OF COUNCIL

It was proposed, seconded, supported and

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

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

3. APPOINTMENT OF MAYORESS

The Mayor announced that Councillor Anne Duffield would act as his Mayoress during the ensuing year.

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

4. APPOINTMENT OF DEPUTY MAYORESS

The Deputy Mayor informed the Council that Mrs. Zoe Marshall would act as his Deputy Mayoress for the first half of his year in office and for the second half, Councillor Mrs. Laura Evans would act as his Deputy Mayoress.

The Mayoress invested the Deputy Mayoress and Councillor Mrs. Evans with the Chain and Badge of Office and presented them both with a bouquet of flowers.

5. VOTE OF THANKS

It was proposed, seconded, supported and

**Annual Meeting of the Council
23 May 2018**

RESOLVED: That the Council hereby place on record their appreciation for the manner in which Councillor Jonathan Coupe has carried out his duties as Mayor of the Borough of Trafford during his period of office and tender to him their best thanks in that connection. They also express their gratitude to his wife, Mrs. Dianne Coupe for the manner in which she has acted as his Mayoress.

The Mayor presented the retiring Mayor with a replica of the Badge of Office, a framed photograph and the Requisition from Councillor Coupe's Mayoral Year.

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

The retiring Mayor then responded to the vote of thanks, during which he expressed gratitude to his Chaplain, the Reverend Alex Clephane, Area Dean of Stretford.

6. ANNOUNCEMENTS

(a) Former Members of Council

It was with regret that the Mayor informed the Council that former Mayor of Trafford, Eric Crosbie had passed away following a period of illness. Former Councillor Crosbie was Mayor of the Borough in 1992 and represented the Urmston and Davyhulme East Wards from 1973 to 2004.

With sadness the Mayor also informed Members of the recent death of former Clifford Councillor Peter Dunnico who served on the Council from 1996 to 2000.

As a mark of respect the Council stood for a few moments silence to remember its former colleagues.

(b) Altrincham Football Club

The Council joined the Mayor in congratulating Altrincham Football Club on being crowned Evo-stik Premier Division Champions for 2017-18.

7. MINUTES

That the Minutes of the Meeting of the Council held on 21 March 2018, be approved as a correct record and signed by the Chairman.

8. RESULTS OF ELECTIONS OF COUNCILLORS

The Returning Officer submitted a report on the results of the Poll held on 3 May 2018 for the respective wards of the Borough.

The Mayor congratulated all those who were successfully elected and welcomed Councillors Thomas Carey, Geraldine Coggins, Jayne Dillon, Daniel Jerrome,

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Steven Longden, Adele New, Liz Patel, Jane Slater, Simon Thomas and Graham Whitham to their first Council meeting.

RESOLVED: That the list of newly elected Members and their Terms of Office be noted.

9. LEADER OF THE COUNCIL

The Chief Executive submitted a report advising of the resignation of Councillor Sean Anstee as Leader of the Council and on the appointment to the position.

Councillor Sean Anstee was invited to address the meeting and reflecting upon his period of office also thanked all Members for their contributions. The Council's Political Group Leaders, Councillors Andrew Western, Bowker and Coggins all expressed their respect for the passionate manner in which Councillor Anstee had led the Council and wished him every success going forward.

Turning to the business in hand it was moved by Councillor Hynes, seconded by Councillor Bowker and

RESOLVED -

- (1) That the resignation of Councillor Sean Anstee as Leader of the Council, with effect from 23 May 2018, be noted.
- (2) That Councillor Andrew Western be elected Leader of the Council for a fixed term of office from this date of election to the first Annual Meeting of the Council after his normal day of retirement as a councillor in 2019.

Councillor Andrew Western returned thanks for his election and looked forward to working with all across the Council Chamber.

10. MEMBERSHIP OF THE EXECUTIVE

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

RESOLVED –

- (1) That the Council notes that the Leader of Council has determined that the Executive shall comprise himself plus 9 Councillors.
- (2) That the Council notes that the Leader of the Council appoints the membership of the Executive and a Deputy Leader for the 2018/19 municipal year, as follows:

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<u>Councillor</u>	<u>Portfolio</u>
Andrew Western	Leader of the Council
Catherine Hynes (Deputy Leader)	Equalities and Partnerships
Joanne Harding	Adult Social Care
Jane Baugh	Children's Services
Kevin Procter	Communities and Housing
Mike Freeman	Constitutional Reform and Resident Engagement
Stephen Adshead	Environment, Air Quality and Climate Change
Mike Cordingley	Finance
Judith Lloyd	Health and Wellbeing
James Wright	Investment, Regeneration and Strategic Planning

11. SHADOW EXECUTIVE

RESOLVED: That the membership of the Shadow Executive, as set out below, for the 2018/19 Municipal Year be noted:

<u>Councillor</u>	<u>Shadow Portfolio</u>
Sean Anstee	Leader of the Opposition
Patrick Myers (Deputy Leader)	Finance
Stephen Anstee	Adult Social Care
Michael Whetton	Children's Services
Mrs. Laura Evans	Communities and Housing
Dr. Karen Barclay	Constitutional Reform and Resident Engagement
Brian Shaw	Environment, Air Quality and Climate Change
Dylan Butt	Equalities and Partnerships
John Lamb	Health and Wellbeing
Nathan Evans	Investment, Regeneration and Strategic Planning

12. COUNCIL COMMITTEES

The Director of Legal and Democratic Services submitted a report inviting the Council to agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2018/19 Municipal Year.

In accordance with the provisions of the Local Government and Housing Act 1989, the Chief Executive had been notified of the following political groups on the Council:

Labour Group	- 30 Members
Conservative Group	- 29 Members
Liberal Democrat Group	- 2 Members
Green Party Group	- 2 Members

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

RESOLVED –

- (1) That the composition of the various standing Committees, as set out in Appendix 1 to the report, including the establishment of a Children and Young People's Scrutiny Committee, be approved.
- (2) That the Terms of Reference for each Committee, as set out in Appendix 2 to the report, be approved.
- (3) That Council approves the membership of Committees for the 2018/19 Municipal Year, as set out below, including the appointment of each Committee Chair (CH) and Vice-Chair (V-CH) and notes the nominated Opposition Spokesperson (OS), where appropriate:

ACCOUNTS AND AUDIT COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton CH	Chris Boyes	-	-
Jayne Dillon Liz Patel V-CH Jane Slater	Paul Lally Alan Mitchell OS		

EMPLOYMENT COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
David Acton Joanne Bennett CH	Mark Cawdrey Michael Hyman	-	-
Jane Slater V-CH Graham Whitham	Brian Rigby OS		

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LICENSING COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton Anne Duffield CH	Stephen Anstee Mrs. Angela Bruer-Morris	-	Daniel Jerrome
David Jarman V-CH	Dan Bunting		
Steven Longden	Mrs. Denise Haddad		
Ejaz Malik Whit Stennett Simon Thomas	John Holden OS Bernard Sharp Mike Whetton		

PLANNING DEVELOPMENT CONTROL COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Steven Longden	Dr. Karen Barclay	-	Geraldine Coggins
Ejaz Malik Liz Patel Whit Stennett Laurence Walsh CH	Dan Bunting OS Thomas Carey Nathan Evans David Hopps		
Aidan Williams V-CH	Mike Whetton		

Substitute Members of the Planning Development Control Committee:

Jayne Dillon Denise Western Graham Whitham	Rob Chilton Bernard Sharp John Reilly	-	Daniel Jerrome
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STANDARDS COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Mike Freeman	Dr. Karen Barclay V-CH	Ray Bowker	-
David Jarman	Miss Linda Blackburn		
Laurence Walsh	Jonathan Coupe		
Denise Western	Mrs. Laura Evans		
Amy Whyte CH	Patrick Myers		

Non-Voting Co-optees (5)

2 Parish Representatives: Mr. A. Rudden and *1 vacancy*

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

Independent Persons of the Hearing Panel (2)

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

SCRUTINY COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
David Acton CH	Chris Boyes V-CH	Ray Bowker	-
Adele New	Jonathan Coupe		
Sophie Taylor	John Holden		
Simon Thomas	Brian Shaw		
Aidan Williams	Michael Young		

Ex-Officio, Non-Voting Member (2)

Chair of Health Scrutiny Committee – Councillor Rob Chilton

Chair of Children and Young People’s Scrutiny Committee – Councillor
Denise Western

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HEALTH SCRUTINY COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Joanne Bennett	Mrs. Angela Bruer- Morris	Mrs. Jane Brophy	-
Anne Duffield	Robert Chilton CH		
Steven Longden	Mrs. Laura Evans		
Jane Slater	Mrs. Denise Haddad		
Sophie Taylor V-CH	<i>Vacancy</i>		

Ex-Officio, Non-Voting Member (2)

Chair of Scrutiny Committee – Councillor David Acton
Chair of Children and Young People’s Scrutiny Committee – Councillor
Denise Western

CHILDREN AND YOUNG PEOPLE’S SCRUTINY COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Jayne Dillon	Miss Linda Blackburn V-CH	-	Daniel Jerrome
Adele New	Thomas Carey		
Denise Western CH	Jonathan Coupe		
Graham Whitham	John Holden		
Amy Whyte	John Reilly		

Ex-Officio, Non-Voting Member (2)

Chair of Scrutiny Committee – Councillor David Acton
Chair of Health Scrutiny Committee – Councillor Rob Chilton

CO-OPTED MEMBERS FOR EDUCATION MATTERS:

Church Representatives (Voting Members) (2)

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

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Parent-Governor Representatives (Voting Members) (3)

Primary: Ms Saadia Shearaz Khan

Secondary: Vacancy

Special: Vacancy

Teacher Representatives (Non-Voting Members) (3)

Primary: Vacancy

Secondary: Vacancy

Special: Vacancy

- (4) That the Licensing Committee be recommended to appoint the membership of the Safety at Sports Grounds Sub-Committee, namely Councillors Simon Thomas (Chair), Amy Whyte (Vice-Chair) and John Holden.
- (5) That the Appointments and Appeals Panel be formally appointed and its membership be drawn from all Members of the Council.
- (6) That the Council appoints to the Health and Wellbeing Board, as set out below and the Board be recommended to endorse the Council's Membership:

HEALTH AND WELLBEING BOARD

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Executive Member for Health and Wellbeing	Shadow Executive Member for Health and Wellbeing	Mrs. Jane Brophy	-
Executive Member for Adult Social Care			
Executive Member for Children's Services			

Officer(s) and External Partners:

- Corporate Director of Children, Families and Wellbeing
- Director of Public Health
- NHS Trafford Clinical Commissioning Group (3 representatives: Chair, Chief Operating Officer and Clinical Director/Representative)

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

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

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Joanne Bennett Jane Slater Sophie Taylor	Rob Chilton Mrs. Denise Haddad	-	-

Substitute Members of the Joint Health Scrutiny Committee:

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

13. APPOINTMENTS TO OUTSIDE AND INDEPENDENT BODIES

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

RESOLVED –

- (1) That approval be given to the appointment of representatives to those outside and independent bodies set out in Appendix 1 to the report.

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- (2) That the Chief Executive, in consultation with the relevant Group Leader(s), be delegated authority to appoint members to any outside body vacancy that remains or arises after this Annual Meeting and to any other bodies to which the Council is required to make appointments (and to report back to Council on any changes or new appointments so made).
- (3) That the persons named in Appendix 2 to the report be authorised to sit on the Statutory School Appeals Committee for the 2018/19 Municipal Year and that the Director of Legal and Democratic Services be delegated authority to make changes to this list and to set up School Admission Appeals Committees including the appointment of Chairmen.

14. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS

RESOLVED: That the timetable of Council and Committee meetings for the 2018/19 Municipal Year be approved.

15. DELEGATED DECISIONS AND URGENT ACTION FOR COMMITTEES

RESOLVED -

- (1) That where, under the approved Scheme of Delegation, decisions may be taken by officers in consultation with non-Executive Members, then in the absence of any specific arrangements having been made, the officer shall consult the appropriate Chair, Vice-Chair and Opposition Spokesperson.
- (2) That, in situations which require emergency action, the Chief Executive or the appropriate officer, in consultation with the Chair and Vice-Chair of the Committee concerned and the Opposition Spokesperson where appropriate (or their respective nominees), be authorised to deal from this date until the Annual Meeting of the Council in 2019, with any matters of urgency or any other matter that cannot conveniently be deferred to the next ordinary meeting of the Committee, subject to later report, for information, to the Committee in question.

16. DELEGATION OF FUNCTIONS AND AMENDMENTS TO THE CONSTITUTION

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

RESOLVED –

- (1) That Council notes that Executive functions not covered by the Officers' Scheme of Delegation are delegated by the Leader of the Council as follows:
 - (a) Executive Terms of Office are delegated to individual Executive Members as set out in the Executive Members' Scheme of Delegation;

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- (b) all other functions are delegated to the Executive.
- (2) That the Scheme of Delegation to Officers be approved.
- (3) That the Director of Legal and Democratic Services be authorised to amend the Constitution of the Council in accordance with and as a consequence of this report and other decisions made by the Council at this Annual Meeting.
- (4) That Council notes that further revisions may be made to the delegation of functions and that the Director of Legal and Democratic Services be authorised to amend the Constitution following consultation with the Leader of the Council and Chief Executive.

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

RESOLVED: That, in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Council notes that, since the last Annual Meeting on 24 May 2017, no Executive Key Decisions have been taken under the Special Urgency provisions set out in Regulation 11.

The meeting commenced at 6.00 p.m. and finished at 7.38 p.m.

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TRAFFORD COUNCIL

Report to: Accounts and Audit Committee
Date: 20 June 2018
Report for: Information
Report of: Cllr Nathan Evans and Cllr Chris Boyes - Chair and Vice -
Chair Accounts & Audit Committee (2017/18)

Report Title

Accounts and Audit Committee Annual Report to Council 2017/18.

Summary

The report sets out the 2017/18 Annual Report of the Accounts and Audit Committee to be submitted to Council.

Recommendation

The Accounts and Audit Committee is asked to note the report.

Contact person for access to background papers and further information:

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

Background Papers:

None



TRAFFORD
COUNCIL

Accounts & Audit Committee
Annual Report
To Council

2017-2018

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

The Accounts and Audit Committee continues to provide independent assurance to the Council and the public on the effectiveness of the Council's governance, financial management, risk management and internal control arrangements.

It is independent of the Executive and aims to provide a key role in providing challenge across the organisation.

The Committee has continued to cover a broad range of work and has gained information and assurance from a number of sources through the year. This report sets out how we have ensured the Committee has met its responsibilities in 2017/18.



Councillor Nathan Evans
Chair, Accounts & Audit Committee 2017-18



Councillor Chris Boyes
Vice-Chair, Accounts & Audit Committee 2017-18

INTRODUCTION

Role of the Committee

The role of the Accounts and Audit Committee is to:

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

Assurance is gathered by the Committee mainly from the work of Finance Services (including Financial Management and the Audit and Assurance Service), and External Audit (provided by Grant Thornton in 2017/18). Relevant officers within these areas attended meetings through the year. This was supplemented by assurance from other sources where this was considered appropriate, for example direct from the Council's managers.

Purpose of the Report

The purpose of this report to Council is to:

- Summarise the work undertaken by the Accounts & Audit Committee during 2017/18 and the impact it has had.
- Provide assurance to the Council on the fulfilment of the Committee's responsibilities.

Membership of the Committee

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

Accounts & Audit Committee Membership	
2017/18	2018/19
Cllr Nathan Evans (Chair)	Cllr Barry Brotherton (Chair)
Cllr Chris Boyes (Vice-Chair)	Cllr Liz Patel (Vice-Chair)
Cllr Alan Mitchell	Cllr Jayne Dillon
Cllr Paul Lally	Cllr Jane Slater
Cllr Barry Brotherton	Cllr Chris Boyes
Cllr Mrs Jane Baugh	Cllr Alan Mitchell
Cllr James Wright	Cllr Paul Lally

ACCOUNTS & AUDIT COMMITTEE – SUMMARY OF WORK COMPLETED

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

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

The Committee derives its independent assurance from a number of sources including the work of External Audit, Finance (including Financial Management and Internal Audit) and managers across the Council. During the year, these sources of assurance were reported to the Committee on a regular basis encompassing all the themes identified in the Committee's Terms of Reference. The Committee received information at each meeting and provided challenge and feedback to officers and external auditors, therefore fulfilling its responsibilities during 2017/18.

The Committee agreed its work programme at the start of the year to ensure it met its responsibilities. For 2017/18, the work programme included reviewing regular updates on the work of external audit; internal audit; approval of the final accounts; updates of the Council's strategic risk register; review of anti-fraud and corruption arrangements; and updates on treasury management, insurance and procurement activity.

As part of reviewing strategic risks, the Committee requested and received an update on the Council's approach for managing cyber security risks.

The programme also covered consideration of training and awareness for Committee Members which included a workshop on the Council's accounts and a presentation on insurance arrangements.

In December 2017, the Committee had gained assurance through the 2016/17 Annual Audit Letter by the External Auditors (Grant Thornton), that an unqualified opinion was given on the 2016/17 financial statements. In terms of the Value for Money conclusion, the report stated that in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017. Assurance in terms of the outcome of the 2017/18 External Audit of the Council's financial statements and a conclusion on the Council's value for money arrangements will be reported later in 2018 to the Committee in the External Auditor's 2017/18 Annual Audit Letter.

The Committee noted that the Council's External Auditors for the 2018/19 financial year and up to and including 2022/23 will be Mazars LLP.

Details of the work undertaken by the Committee at each of its meetings through the year are set out in the rest of this report.

Accounts and Audit Committee – Work Completed During 2017/18

Internal Audit

Role of the Committee in relation to Internal Audit:

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

Work Completed	Outcome/ Impact
<p>The progress of internal audit work conducted by the Audit and Assurance Service was reported to the Committee on a quarterly basis. This included summary findings from individual audit reviews, responses to audit reports, progress in implementing the annual audit plan and performance of the Audit and Assurance Service. Update reports were presented in September 2017, December 2017 and February 2018.</p> <p>July 2017 The Annual Head of Internal Audit Report was submitted, providing an opinion on the adequacy and effectiveness of the Council’s control environment during 2016/17 based on Internal Audit work undertaken during the period.</p>	<p>The Committee maintained an overview of the control environment (encompassing governance, internal control and risk management) reviewed by Internal Audit and also obtained assurance in respect of Internal Audit performance.</p> <p>Updates included details of areas reviewed where controls were found to be operating to a satisfactory standard and others within the Council where improvements were identified and audit recommendations made accordingly.</p>

(Internal Audit continued)	
Work Completed	Outcome/ Impact
<p>February 2018 The Committee received a report by the Chartered Institute of Public Finance and Accountancy (CIPFA) setting out the findings and opinion from its external assessment of the Council’s Internal Audit function against the Public Sector Internal Audit Standards (PSIAS). CIPFA has 3 possible opinion levels (Generally conforms; Partially conforms and Does not conform). Within the overall opinion and conclusion, the report concludes that the Audit and Assurance Service generally conforms to PSIAS.</p>	<p>The Committee gained independent assurance that the Audit and Assurance is undertaking its work in line with expected standards.</p>
<p>March 2018 The Committee reviewed the Internal Audit Charter and Strategy which were updated to ensure continued conformance with the Public Sector Internal Audit Standards.</p> <p>A report was submitted setting out the 2018/19 Annual Internal Audit Plan.</p>	<p>The Accounts and Audit Committee approved the updated Internal Audit Charter and Strategy.</p> <p>Assurance that Internal Audit coverage for the coming year covered a wide range of key business risks and plans were in place to make adequate internal audit resources available to complete the planned work.</p>

External Audit

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

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

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

(External Audit continued)	
Work Completed	Outcome/ Impact
<p>March 2018 The Committee received the External Audit Plan from Grant Thornton which outlined its audit approach and plan to deliver the audit for the year ended 31 March 2018. The report also set out the External Audit fees and assumptions supporting these.</p> <p>(Note: The Council's External Auditors for the 2018/19 financial year and up to and including 2022/23 will be Mazars LLP).</p>	<p>The report submitted provided the Committee with details of work Grant Thornton is required to undertake as the council's external auditor.</p>

Risk Management

The role of the Committee in relation to risk management:

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

Work Completed	Outcome/ Impact
<p>July 2017 The Committee received a presentation on the Council’s cyber security systems and approach taken to manage associated risks.</p>	<p>Assurance was received on measures taken and action in progress to mitigate the risks highlighted.</p>
<p>December 2017 In advance of the December Committee meeting, Members received a presentation on the Council’s insurance arrangements.</p> <p>The Committee was provided with a report on the Council’s Strategic Risk Register. The report provided an update on the strategic risk environment, including updates on each of the risks on the strategic risk register.</p>	<p>Members were able to gain an overview of the Council’s existing insurance arrangements.</p> <p>The Committee received assurance on the arrangements for reviewing key strategic risks. The Committee provided feedback regarding the detail provided relating to some risks which was taken into account for the subsequent update.</p>
<p>March 2018 The Committee was provided with a further update report on the Strategic Risk Register.</p>	<p>The Committee continued to receive assurance that there is ongoing monitoring of strategic risks.</p>

Corporate Governance, Internal Control and the Annual Governance Statement

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

- Review effectiveness of corporate governance and internal control across the organisation and the adequacy of action taken to address any weaknesses or control failures.
- Conduct a review of the draft Annual Governance Statement, which is a key assurance statement required to be completed each year in accordance with the Accounts and Audit Regulations 2015.
- Approve the final version of the Annual Governance Statement.

Work Completed	Outcome/ Impact
<p>July 2017 A report setting out the 2016/17 draft Annual Governance Statement (AGS) was presented to give Members the opportunity to review the content of the AGS prior to it being finalised.</p> <p>The Committee also received a report setting out the Council’s updated Corporate Governance Code for approval.</p>	<p>The Committee agreed to consider the draft version of the AGS and noted timescales for finalising the document in accordance with the Accounts and Audit Regulations 2015.</p> <p>The Committee agreed the updates to the Council’s Corporate Governance Code which ensured the Code was amended in line with the updated framework and guidance provided by CIPFA and the Society of Local Authority Chief Executives (SOLACE).</p>
<p>September 2017 The final version of the Annual Governance Statement, signed by the Chief Executive and Leader, was submitted to the Committee.</p>	<p>The Committee approved the 2016/17 Annual Governance Statement.</p>
<p>February 2018 A report setting out a proposed approach / timetable to ensure compliance with the production of an Annual Governance Statement for 2017/18 was presented (noting a final version is due to be approved by 31 July 2018 in line with new requirements).</p>	<p>Procedures and responsibilities of Members and Officers in the process for producing and approving the 2017/18 Annual Governance Statement were agreed.</p>

Anti - Fraud & Corruption Arrangements

The role of the Committee is to:

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

Work Completed	Outcome/ Impact
<p>September 2017 The Committee received a report of the Counter Fraud and Enforcement team outlining the Councils’ fraud prevention and detection performance and activities in 2016/17, as well as the team’s plans for 2017/18.</p> <p>An Audit and Assurance Service update was provided setting out details in relation to investigation work carried out during quarter one of 2017/18.</p>	<p>The Committee was provided with assurance that the Council is continuing to investigate suspected fraud and support both fraud prevention and detection.</p> <p>The Committee was provided with an update on investigation work completed by Audit (following an Exclusion Resolution that the public be excluded from the meeting during consideration of this item of business because of the likelihood of disclosure of “exempt information” which falls within Paragraph 7 of schedule 12A of the Local Government Act 1972, as amended).</p>
<p>February 2018 As part of the quarterly Audit and Assurance Service update report, this included an update on progress made by the Council in contributing to the National Fraud Initiative. This is a nationwide data matching exercise, designed to help participating bodies identify possible cases of error or fraud and detect and correct any consequential under or overpayments from the public purse. A summary of outcomes from this exercise was provided.</p>	<p>The Committee gained assurance that the Council was playing an active role in supporting the National Fraud Initiative</p>

Accounts / Financial Management

The role of the Committee is to:

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

Work Completed	Outcome/ Impact
<p>July 2017 The 2016/17 Revenue Budget Outturn and Capital Investment Programme Outturn reports were presented.</p> <p>A report was submitted on the outcome of the review of treasury management activities for the previous financial year.</p>	<p>The Committee had the opportunity to review budget outturn information, ask questions and requested further details on particular issues.</p> <p>Assurance was obtained that treasury management activities adhere to the CIPFA Code of Practice on Treasury Management and CIPFA Prudential Code for Capital Finance.</p>
<p>September 2017 In advance of the September Committee meeting, a training session was provided for Committee Members on the Council’s Accounts.</p> <p>The final accounts were shared with the Committee at its 6 September meeting. It was noted that the audit of the accounts would be completed before the end of September in line with statutory requirements.</p> <p>A report was submitted providing details of the Council’s insurance arrangements and activity in 2016/17.</p> <p>The Committee received a presentation of the Director of the STAR Shared Procurement Service. The presentation provided Members with information on STAR’s Business Plan, their Key Work Streams, and planned internal audit reviews in 2017/18.</p>	<p>Members were able to review information and ask questions relating to the Accounts prior to approving the final audited 2016/17 accounts in September 2017.</p> <p>The Committee viewed the final accounts (as they stood at the time of the meeting) and it was agreed that following the completion of the audit, the Accounts and Audit Committee Chair and Chief Finance Officer would sign the accounts (Further to the meeting, the Accounts were signed on 25 September 2017).</p> <p>Assurance was obtained that insurance arrangements are monitored and regularly reviewed.</p> <p>The Committee was able to gain an update on current corporate procurement arrangements.</p>

(Accounts/Financial Management continued)	
<p>December 2017 A report was presented providing an update on the progress of the treasury management activities undertaken for the first half of 2017/18.</p>	<p>The Committee was able to monitor treasury management performance during the year, in line with the CIPFA Code of Practice on Treasury Management.</p>
Work Completed	Outcome/ Impact
<p>February 2018 A Treasury Management report was submitted setting out the Council’s strategy for 2018/19 – 2020/21. This included the debt strategy, minimum revenue provision (amounts set aside for debt repayment) and investment strategy.</p>	<p>The Audit Committee recommended that the Council approve the various elements of the Strategy.</p>
<p>All meetings The Accounts and Audit Committee received the most recent available monthly budget monitoring report either at each meeting or in advance of meetings.</p>	<p>The Committee had the opportunity to review information and raise queries on budget monitoring information submitted through the year.</p>

TRAFFORD COUNCIL

Report to: Council
Date: 25 July 2018
Report for: Information
Report of: Executive Member for Equalities and Partnerships

Report Title

Year End Corporate Report on Health and Safety – 1 April 2017 to 31 March 2018

Summary

1. To provide information on council wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the period 1 April 2017 to 31 March 2018

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Health & Safety Manager
Extension: 4919

Background Papers: None

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

Risk Management Implications	<p>The total number of incidents to staff over the 12 month period has increased compared to 2017-18. The increased reports are mainly attributable to increased reports of violence and aggression in particular services and schools who deal with service users displaying challenging behavior.</p> <p>The increased reporting may in part be related to promotional work ensuring that such incidents are appropriately reported. However, these incidents provide a clear area of focus for ongoing risk management across the organisation.</p>
Health & Wellbeing Implications	<p>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.</p>
Health and Safety Implications	<p>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.</p>

1. Introduction and Key Highlights

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 period from 1 April 2017 to 31 March 2018. 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.

The Health and Safety Unit provides a targeted and robust proactive programme of interventions to manage existing and emerging risks to the workforce and others affected by the Council's work activities. Key highlights for 2017-18 include:

- A comprehensive Health and Safety SLA programme delivered to 73 schools within the Borough including the majority of Trafford Community Schools
- Supporting the One Trafford Partnership Client Team with a joint audit of the Waste and Recycling Service as part of the contract monitoring arrangements.
- Conducting a cross-service procurement audit of how effectively health and safety issues are considered with our contracted services both at the tender stage and through ongoing contract monitoring.
- Working with Customer Services and other teams from Regulatory Services and Health and Social Care to better manage potentially violent and aggressive incidents at Trafford Town Hall and Sale Waterside receptions.

Planned work for 2018-19 includes:

- A cross service violence and aggression audit to examine how effectively such risks are being managed across Council Services
- Auditing our One Trafford Highways Service as part of our client team monitoring support
- The ongoing delivery of our Employee Health and Wellbeing Strategy with focus on mental health and physical activity

2. Monitoring Statutory Compliance

2.1 Health and Safety Audits in Council Directorates and Schools

HSU continues a targeted and risk-based rolling programme of audits, which monitor statutory compliance and identify areas of risk to the Council. They support services and schools through identifying areas for development and recognising good practice.

Following these compliance audits, the Health and Safety Adviser provides a summary of the findings including areas of good practice and an action plan with priority timescales to address areas of non-compliance. Services and schools are given an overall compliance score and a rating of excellent, good, fair or poor. Subsequent monitoring is undertaken where compliance falls below 75% or there are significant issues identified. This process aims to drive continuous improvement in health and safety performance across the organisation.

Certain audits may not receive a score, due to the nature and type of the visit being unsuitable for a scoring approach. These may include bespoke and monitoring audits and visits to complete fire risk assessments. These audits still provide a report and action plan.

2.1.1 Council Directorates

One Trafford Partnership

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 that 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.

Audit findings indicated Amey LG had made 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. The sharing and scrutiny of health and safety data had improved 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 completion of audit actions has been monitored through frequent One Trafford Partnership meetings

HSU will continue to support the Client Team through auditing of other aspects of the One Trafford Partnership.

Procurement and Contract Monitoring

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 and produced revised guidance.

Since February 2018, HSU have been conducting a cross-service procurement audit which included:

- Discussion with STAR Category Managers and Procurement Officers to review their understanding of the health and safety arrangements
- Discussion with Council Commissioning Leads and Contract Managers to review their arrangements for assessing and monitoring service providers

The audit is due for completion in June 2018 and a full report will be provided to highlight good practice and detail further areas for development.

2.1.2 Schools

In 2017-18, 45 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%.

There were a number of bespoke audits completed for schools focusing on relevant issues where the school requested further health and safety support. This included specific support for Site Managers including the development of a Site Manager's Guidance Pack.

2.1.3 Schools achieving 'excellent' compliance rates

Eighteen schools audited, where a score was awarded, achieved an 'excellent score' (between 91-100% compliance) as detailed in Table 1. Those schools included 12 Trafford Community Schools. Willows and Cloverlea Primary Schools achieved 100% for 'Risk Assessment' audits.

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

Schools	Audit Type	Number of schools
	Full Health and Safety Audit	7
	Premises Audit	3
	Risk Assessment Audit	4
	Design and Technology Audit	1
	Fire Audit	1
	Play Area	2
	Total	18

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

3. Accident Statistics

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

As shown in table 2 below, despite an initial trend at 6 months of a reduction in incidents, the total number of incidents reported to the HSU involving staff has shown an increase of 22% compared to 2016-17 (from 143-175 incidents). There were a number of late reports received by the HSU that provided additional incident details to those previously reported.

Levels of reported incidents by services have remained broadly similar to those in 2016-17. However, the increase in reports is mainly attributable to increased reports of violence and aggression incidents from special schools and is analysed later in this report.

HSU has promoted the accident reporting policy and process across the organisation including ensuring reports of violence and aggression are completed. As such the increased reporting may in part be related to an increased awareness of the policy and reporting procedure. However, these incidents provide a clear area of focus for ongoing risk management across the organisation.

Table 2: Overall number and rate of accidents to staff

Indicators – Year End Results	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Total number of accidents to employees (reported to HSU)	238	196	231	124	143	175
Number of employees	5875	5958	5749	5506	5394	5504
Overall rate of accidents to employees/100 employees	4.05	3.29	4.02	2.25	2.65	3.17

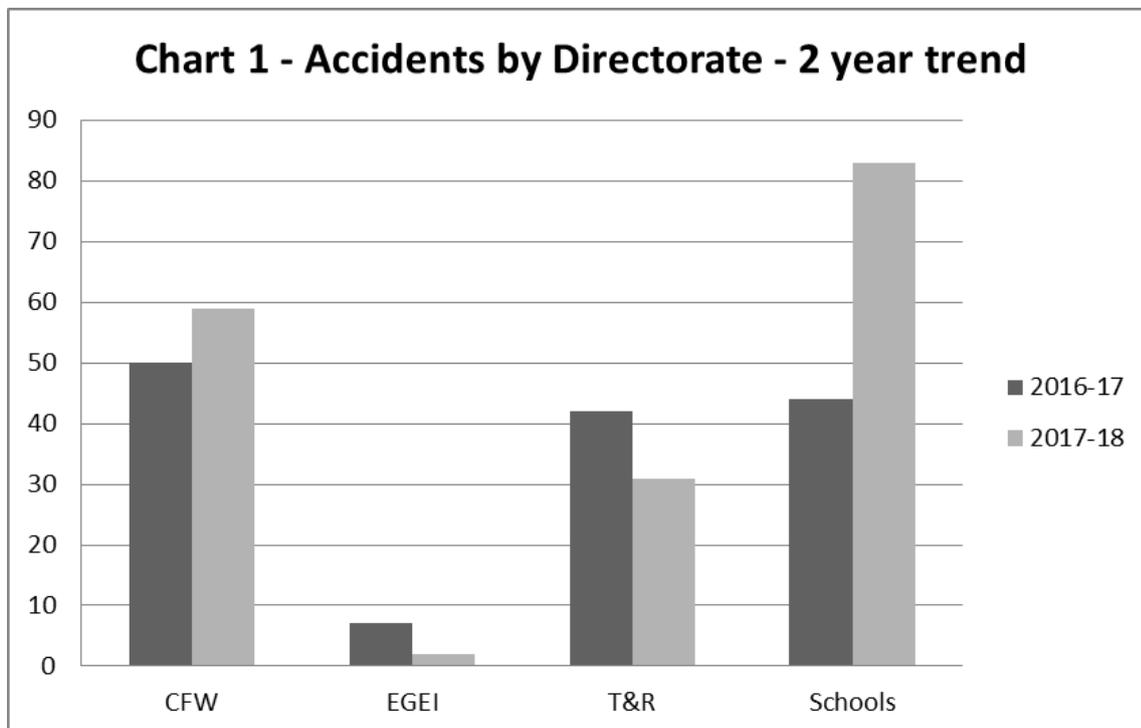
Rate based on number of staff at 1 April at the start of each reporting period.

Appendix 1 provides details of the accident statistics, broken down by directorate and service area for staff for the period 1 April 2017 to 31 March 2018. A summary of the findings is detailed below.

3.1 Numbers of Accidents by Directorate

Economic Growth, Environment and Infrastructure (EGEI) and Transformation and Resources (T&R) have seen a reduction in accidents for 2017-18. Children, Families and Wellbeing (CFW) has seen an increase in incidents.

In line with the trend for a higher rate of incidents in 2017-18 schools have seen the significant increase in reported incidents. Chart 1 below, highlights the two year trends.



3.1.1 Children, Families and Wellbeing (CFW)

The overall number of accidents reported in CFW in 2017-18, has increased by 18% compared to the previous year (from 50 to 59). Violence and aggression, including threats or physical assault from service users, continues to be the predominant accident type, accounting for 35 of those incidents reported. Ten of those incidents related to road traffic accidents (8 involving passenger transport) and slip/trip incidents accounted for 6 reports.

3.1.2 Economic Growth Environment and Infrastructure (EGEI)

EGEI has had only 2 reports of incidents for 2017-18. These involved minor incidents including a slip and trip incident within Pest Control Services and a striking of an object within Building Control.

3.1.3 Transformation and Resources (T&R)

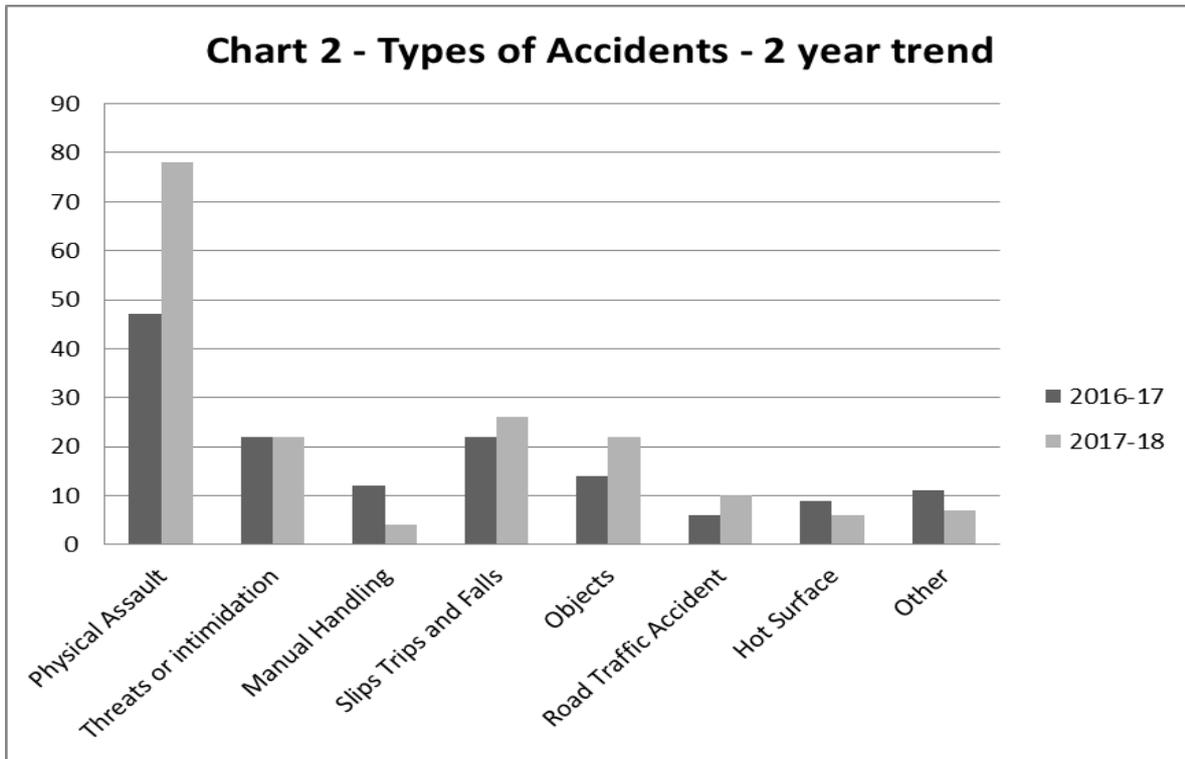
Reported incidents from services within T&R have fallen by 26% from 42 to 31. The majority of incidents took place within Catering and Cleaning Services.

3.1.4 Maintained Schools

The overall number of accidents reported to employees by maintained schools has substantially increased this year by 89%, up from 44 to 83. It is these reports that have impacted on the overall increase in reported incidents for 2017-18.

3.2 Types of Accidents

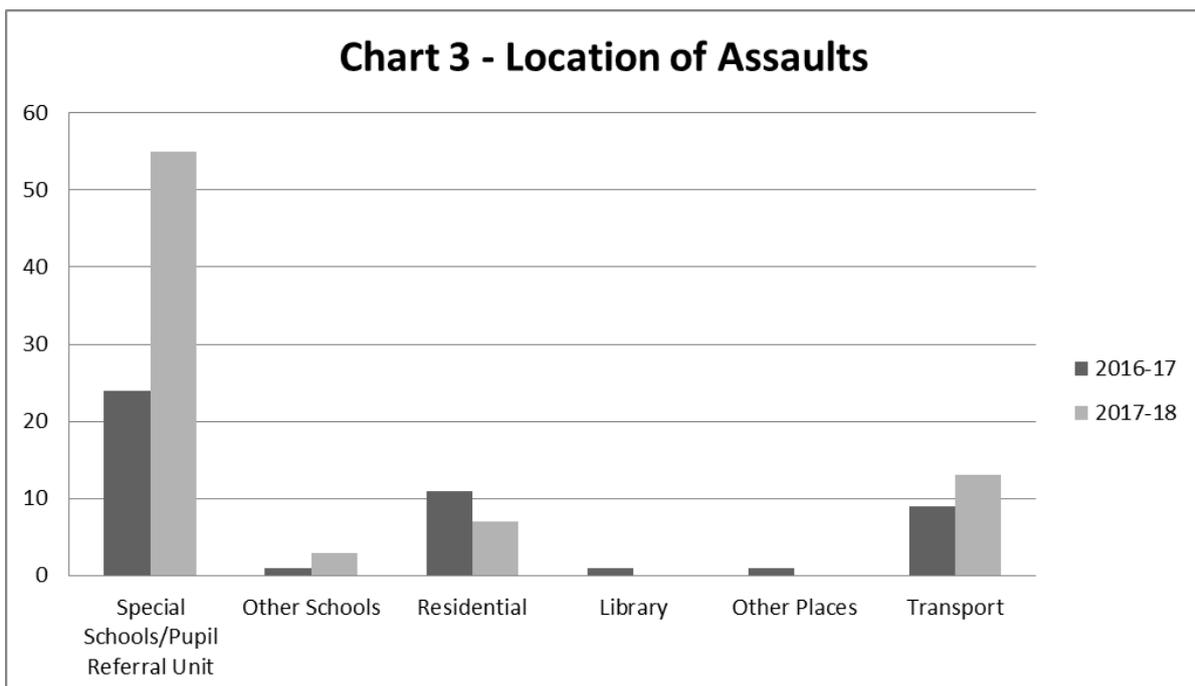
Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2016-17. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each directorate and service area.



3.2.1 Violence and Aggression

Violence and aggression incidents, including threats of assault/intimidation and physical assaults continues, as in previous years to be the most reported incident type. These continue to mainly be reported by services and schools dealing with adults or children displaying challenging behavior including services in Integrated Health and Social Care, Education Health & Care Commissioning, Special Schools, TTCU and Customer Services.

Reports of threats of assault or intimidation have remained at the same level as 2016-17. However, of significant note is the 66% increase in reported physical assault incidents in 2017-18 compared to the previous year (from 47 to 78). Chart 3 gives a comparison of the numbers and location of the incidents in 2017-18.



Special Schools have reported the most substantial increase of physical assault reports of 55 incidents in 2017-18 compared to 24 in the previous year. As previously mentioned, this may be due to an improved level of reporting through HSU promoting the accident reporting policy for such incidents. However there is now a clearly identified need to review the arrangements for managing violence and aggression risks and ensure these are being effectively implemented.

The Trafford Transport Coordination Unit (TTCU) continues to provide an improved level of reporting and there has been an increase in physical assaults noted on passenger transport (9-13 incidents). One of these incidents required reporting to the Health and Safety Executive.

With violence and aggression continuing to be the most prevalent type of incident, in 2017-18 HSU began preparing for a cross-service violence and aggression audit programme. This will be delivered in 2018-19 and will examine how effectively violence and aggression risks are being managed including behaviour management of service users. The incident statistics from 2017-18 will provide crucial data to support where the audit will be targeted. The issues will also be picked up with schools as part of the ongoing annual audit programme under the SLA arrangements.

In 2017-18 HSU also completed work with Customer Services and other teams from Regulatory Services and Health and Social Care to better manage potentially violent and aggressive incidents at Trafford Town Hall and Sale Waterside receptions. This has included improved procedures to respond to and monitor any incidents and contact the Police where appropriate.

3.2.2 Other Accidents

Slips, trips and fall incidents remain the second most common incident and have increased slightly from 22 incidents in 2016-17 to 25 incidents in 2017-18. One of these incidents was reportable to the Health and Safety Executive.

Accidents involving objects were the third most common accident type (being hit by or striking against an object and contact with a sharp object) and accounted for 24 incidents compared to 14 last year.

There were no particular trends and the incidents took place in variety of settings.

3.3 Rate of Reportable Injuries to Staff

There have been three incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive as follows:

- A member of Music Service staff suffering an injury when their toe was struck by a falling stage panel.
- A passenger assistant on home to school transport (TTCU) who suffered a fractured ankle when trying to intervene in a dispute between two pupils.
- A school teaching assistant who suffered a fractured ankle following a trip incident in the school corridor.

This is the lowest recorded rate over the previous 6 years and is well below the target rate set for reportable incidents.

Table 3: Rate of reportable injuries to staff

Local performance indicator	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Total Number of reportable accidents	18	9	13	14	5	3	3
Target for rate of reportable accidents/100 employees	0.34	0.32	0.30	0.28	0.26	0.24	0.22
Actual rate of reportable accidents/100 employees	0.31	0.15	0.21	0.24	0.09	0.06	0.05

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
Corporate and schools health and safety guidance review	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	Completed
	Asbestos Policy	Final Draft
	Fire Policy	Progressing
	First Aid	Progressing
	Accident Reporting and Investigation	Progressing
Schools health and safety SLA	COSHH (Hazardous Substance) Guidance	Completed
	School site managers/caretakers support pack	Completed
	Programme of audits and support to schools under SLA for Sept 2017-Aug 2018	Progressing
	Drama audit for secondary schools	Progressing
First aid	Regular review of first aid provision across the Council	Ongoing

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.

Training includes:

- Online Health and Safety courses on a range of issues
- Procured training including first aid at work and work at height training
- HSU directly delivered training including risk assessment and moving and handling training and school site managers training.

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

Table 5: Training delivered April 2017-March 2018

Course/Training	Number of Courses	Number Attended/Trained
Fire Evacuation Chairs	-	12
Additional Fire Marshal training	-	14
First Aid at Work Refresher (2 day)	3	16
First Aid at Work (3 day)	2	19
Paediatric First Aid	1	12
Health and Safety - Site Managers	1	7
Moving and Handling (Objects) – Schools	2	42
Moving and Handling (People) Transport	8	53
Moving and Handling (Adults) Update	6	34
Moving and Handling (Adults) - Private Provider	5	33
Moving and Handling (Objects) – Corporate	2	16
Risk Assessment for Schools	1	5
Working at Height (Use of Ladders)	2	12
Online Health & Safety Induction	499	499
Online Health & Safety Induction (Health & Social Care)	230	230

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 included:

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

These issues have been progressed with an update of actions being provided to the Audit and Assurance Service in 2018.

6.2 HSU Team Development

Two members of the Health and Safety Unit successfully completed an NVQ Level 5 award in Occupational Health and Safety. All Health and Safety Advisors now have this highly recognised qualification that demonstrates an excellent standard of competence and technical knowledge within the Occupational Health and Safety field.

6.3 Trafford Town Hall and Sale Waterside User Groups

These user groups co-chaired by the Health and Safety Unit bring together a number of service leads and facilities management representatives. They enable health and safety, facilities and other issues to be formally raised and constructively discussed that may be affecting colleagues at both sites.

6.4 Employee Health and Wellbeing Strategy

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 was 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.

Other work included:

- The delivery of an innovative 5 week mental health programme 'Offload' for managers and staff across the Council to support and improve their mental wellbeing. This was provided by Rugby League Cares and Super League club charitable foundations.
- Health and Wellbeing Days held at Trafford Town Hall and Sale Waterside, showcasing a range of wellbeing opportunities for staff.
- Regular sports and exercise opportunities for our workforce
- Staff led support and social groups including a Carer's Support Group and Trafford running club.

6.5 Audit Programme

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

6.6 SLA buy-back

94% of Trafford Community schools purchased the Health and Safety SLA, with only two schools (The Firs and Willows Primary) that had not bought back during 2017-18. They did purchase the service in the previous year and will continue to be monitored. 76% of all Trafford schools purchased the Health and Safety SLA and associated ‘pay as you go’ provision, generating additional income for the Council. Services were also provided to a Tameside Primary and Secondary school.

6.7 Requests for Service

HSU responded to over 140 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

6.8 Display Screen Equipment (DSE) Assessments

A total of 48 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.

6.9 Event Applications

The HSU has reviewed a total of 93 event applications for community events take place at numerous locations across Trafford.

6.10 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 may include service users within CFW, pupils within schools and Council staff who require assistance with safe handling techniques.

Service Area	Number of Moving and Handling Referrals (complex cases)
CFW Adult Services – Service users	1
Council Services - Staff	1
Schools	2

6.11 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 including evacuation support.
- Fire marshal/evacuation chair training and conducting 5 full fire evacuations at Trafford Town Hall and Sale Waterside
- Fire audits and evacuation arrangements support for Corporate Buildings including Flixton House, Access Trafford Libraries and a Trafford Children's Home.
- Fire consultation support in Corporate Buildings and schools for premises alterations or new builds.

6.12 Key Health and Safety Data

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

7. Conclusion

Although incident statistics have increased in 2017-18 compared to the previous year, there is a very specific identified trend that allows risk management strategies to be put into place.

HSU promotion of the accident reporting guidance and policy has further encouraged an improved level of reporting, particularly in relation to physical assault incidents in Special Schools. The planned Violence and Aggression cross service audit will be used to evaluate these incidents, the arrangements in place to manage these risks and advise on further developments to improve how such risks are addressed. Reportable accidents to the HSE for the Trafford Workforce are at their lowest level.

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

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

HSU continues with a comprehensive work programme of support across the organisation in 2018-19 including the programme of audits, guidance and policy development and training arrangements.

Corporate Accident Statistics 2017-18

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	30
	Integrated Health and Social Care	26
	Music Service	1
	Business Support	1
Total CFW		59
EGEI	Regulatory Services	2
Total EGEI		2
Schools	Special Schools	61
	Community Schools	22
Total Schools		83
T&R	Customer Services	6
	Strategic Business Unit (Catering, Cleaning, School Crossing Operations)	22
	Human Resources	3
Total T&R		31
Total Accidents		175

Appendix 2: Type of accident 2012- 2018

Accident Type	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Occurrences of Violence and Aggression						
Physical Assault	116	75	86	41	47	78
Threats or Intimidation (previously Verbal Assault)	23	20	21	4	22	22
Total Occurrences of Violence and Aggression	139	95	107	45	69	100
Manual Handling						
Total Manual handling (lifting, moving, manoeuvring etc.)	17	13	16	15	12	4
Slips, Trips and Falls						
Slipped, tripped or fell on same level	28	24	33	30	19	23
Fall down steps/stairs	3	7	3	4	3	1
Fall from height	1	1	3	0	0	1
Total Slips, Trips and Falls	32	32	39	34	22	25
Incidents involving objects						
Hit by moving vehicle (new category 14-15)	N/A	N/A	1	0	1	1
Hit by a moving, flying or falling object	12	18	19	11	9	13
Striking against object/hit something fixed or stationary	9	5	10	4	4	5
Cut by a sharp object	5	5	9	4	0	5
Stepping / Kneeling on Object	0	1	3	1	0	0
Total Objects	26	29	42	20	14	24
Others						
Contact with a moving person (new category 12-13)	1	2	2	0	0	0
Other	4	7	3	1	6	2
Road Traffic Accident	4	4	9	1	6	10
Animal/Insect	3	2	4	2	3	0
Hot surface/substance	7	10	8	4	9	6
Trapped	1	1	0	1	0	1
Exposed to, or in Contact With, a Harmful Substance	0	0	1	0	1	0
Electricity	1	0	0	0	0	0
Plant & machinery (including hand and power tools)	2	1	0	1	1	1
Sports Injury	1	0	0	0	0	2
Total Others	24	27	27	10	26	22
Overall Total	238	196	231	124	143	175

Appendix 3: Type of accident by Directorate 2017-18

Type of accident	CFW	EGEI	T&R	Schools	Total
Contact with moving plant, machinery or material being machined	0	0	0	1	1
Cut by a sharp object	1	0	1	2	4
Fall down steps/stairs	0	0	1	0	1
Fall from height	0	0	0	1	1
Hit by a moving, flying or falling object	2	0	7	4	13
Hit by moving vehicle	0	0	1	0	1
Hot surface/substance	1	0	3	2	6
Manual handling(lifting, moving, manoeuvring)	1	0	3	0	4
Other	2	0	0	1	3
Physically assaulted by a person	19	0	0	59	78
Road traffic accident	10	0	0	0	10
Sports Injury	0	0	0	2	2
Slipped, tripped or fell on same level	6	1	10	7	24
Striking against object	1	1	2	1	5
Threats of assault or intimidation	16	0	3	3	22
Totals	59	2	31	83	175

TRAFFORD COUNCIL

Report to: Council
Date: 25 July 2018
Report for: Decision
Report of: Director of Legal and Democratic Services

Report Title

Report of the Independent Remuneration Panel

Summary

<p>In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Panel was convened to make recommendations to the Council in relation to amendments to the Scheme of Members' allowances.</p>
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<p>The recommendations of the Panel are appended at appendix 1 to this report for consideration by the Council.</p>

Recommendation(s)

- | |
|---|
| <ol style="list-style-type: none"> 1. The Council is asked to consider the recommendations of the Panel as set out in the report at Appendix 1. 2. That the Director of Legal and Democratic Services be authorised to make any revisions to Part 6 of the Constitution (Members Allowances Scheme) as a consequence of the decisions of the Council. |
|---|

Implications

Relationship to Policy Framework/Corporate Priorities	N/A
Financial	The report recommends the Members' Allowances annual indexation link to staff pay is continued. The Council's approved budget includes provision for this.
Legal Implications:	The Council is required to request an Independent Remuneration Panel to make recommendations about allowances for Members. The Council is required to give notice of a receipt of a report from a Panel and that it is about to make or amend a scheme. Notice of the receipt of a report was given on 18 July 2018.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None
Risk Management Implications	None

Contact person for access to background papers and further information:

Name: Peter Forrester
Extension: 1815

Background Papers:

Email to IRP Members – 27 June 2018
Responses to email

Report

The Council deferred a report from the Independent Remuneration Panel recommending an annual uplift mechanism be included in the Members Allowances Scheme in March 2017. This means that no pay rise can be applied to the allowances scheme until the Council agree to the inclusion of such a provision.

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the Panel was reconvened to update their recommendations to the Council in relation to amendments to the Scheme of Members' allowances.

The independent panel comprised:

- Lesley Davies, Trafford College;
- Mr Chris Fletcher, Greater Manchester Chamber of Commerce
- Mr. Ralph Rudden, Voluntary Sector

The Panel were informed that the Members' Allowances Scheme has generally included a provision to allow an increase to Members' Allowances linked to any annual adjustment to staff pay.

The regulations for Members' Allowances state that Councils can rely on an annual adjustment of allowances for no longer than a period of four years before seeking a further recommendation from the IRP. The adjustment clause was last agreed by the IRP in 2013 and expired in 2017. The Panel were asked to consider the inclusion of a new clause for four years with effect from 1 April 2018.

The Panel recommended that the arrangement should continue and that the Council agree to update the scheme to allow for an annual adjustment for this year and for the period up to 31 March 2022. The report of the Panel is contained at Appendix A.

REPORT OF INDEPENDENT REMUNERATION PANEL TO THE CHIEF EXECUTIVE OF TRAFFORD COUNCIL

RECOMMENDATIONS IN RELATION TO AMENDMENTS TO THE MEMBERS' ALLOWANCES SCHEME

1 Introduction

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Panel was convened in June 2018 to make recommendations to the Council in relation to amendments to the Scheme of Members' allowances.

The independent panel comprised:

- Lesley Davies, Trafford College; and
- Mr Chris Fletcher, Greater Manchester Chamber of Commerce
- Mr. Ralph Rudden, Voluntary Sector

The Panel were informed that the Members' Allowances Scheme was updated in 2013 to include a recommendation from the Independent Remuneration Panel that the scheme include an alignment of adjustments to Members' Allowances to any annual adjustment to staff pay.

The regulations for Members' Allowances state that Councils can rely on this annual adjustment of allowances for no longer than a period of four years before seeking a further recommendation from the IRP.

The Panel had recommended that the mechanism be updated to run from 2017 to 2021 in March 2017. However, the Council had deferred consideration of the IRP's report.

The IRP was asked to review the matter and make recommendations to Council. The Panel agreed that the annual adjustment should continue in its present form and that it be included in the scheme for a four-year period.

2. Recommendations

The Panel makes the following recommendations to amend the existing Scheme of Members' Allowances for Trafford Metropolitan Borough Council.

Paragraph 1 be amended to read

1 This Scheme may be cited as the Trafford Metropolitan Borough Council Members' Allowances Scheme and shall take effect on 1st April 2018.

And that paragraph 10 be amended to read

Annual Adjustment

10 (1) The Members' Allowance scheme, including the Dependants' Carers' Allowance, will be adjusted annually before the start of each year and the allowances (excluding travelling and subsistence allowance) will be increased by the amount of the annual pay award by the National Joint Council for Local Government Service

(2) The annual adjustment in 10(1) shall take place for the years commencing 1st April 2018, 2019, 2020 and 2021.

**Ralph Rudden
Chris Taylor
Lesley Davies**

Panel Members – July 2018