

Public Document Pack



TRAFFORD COUNCIL

Tuesday, 9 July 2019

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, 17 JULY 2019, at 7.00 PM** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

- | | Pages |
|--|--------------|
| 1. Minutes | |
| To approve as a correct record the Minutes of the Annual Meeting of the Council held on 22 May 2019, for signature by the Mayor as Chair of the Council. | 1 - 12 |
| 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 Chairs of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. | |
| 4. Membership of Committees and Outside Bodies | |
| To note the following changes to the list of appointments, as agreed by the Chief Executive under delegated authority: | |
| (a) <u>Licensing Committee</u> | |
| With effect from 14 June 2019, Councillor Mrs. Churchill was appointed as a replacement for Councillor Mrs. Haddad and Councillor Myers was appointed to the vacant position on the Committee. | |

(b) Health and Social Care Joint Commissioning Board

With effect from 17 June 2019, Councillor Jane Slater was appointed as a replacement for Councillor Dr. Serena Carr and Councillor Andrew Western was appointed as a replacement for Councillor Akilah Akinola, as substitute.

5. Revised Corporate Leadership Structure and Re-alignment of Portfolios

To consider a report of the Chief Executive, following a referral by Employment Committee on 1 July 2019. 13 - 22

6. Association of Greater Manchester Authorities Constitution

To consider AGMA's revised Constitution, referred to the Greater Manchester constituent authorities for agreement. 23 - 64

7. Accounts and Audit Committee Annual Report to Council 2018/19

To note a report of the 2018/19 Chair and Vice-Chair presented to the Accounts and Audit Committee on 19 June 2019. 65 - 80

8. Annual Scrutiny Report 2018/19

To note a joint report of the Chairs of Scrutiny Committee, Health Scrutiny Committee and Children and Young People's Scrutiny Committee, following a referral by Scrutiny Committee on 3 July 2019. 81 - 86

9. Year End Corporate Report on Health and Safety - 1 April 2018 to 31 March 2019

To note a report of the Executive Member for Finance and Investment following a referral by Employment Committee on 1 July 2019. 87 - 104

10. Motions

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

(a) **Motion Submitted by the Labour Group - Public Health**

The Public Health Grant funds vital services and functions that prevent ill health and contribute to the future sustainability of the NHS. Local authorities are responsible for delivering most of these services, but their ability to do so is compromised by public health baseline funding reductions and the broader funding climate.

Continued ...

In 2018/19 and again in 2019/20 every local authority has had less to spend on public health than the year before. Taking funds away from prevention is a false economy. Without proper investment in public health people suffer, demand on local health services increases and the economy suffers. Poor public health costs local businesses heavily through sick days and lost productivity. Unless we restore public health funding, our health and care system will remain locked in a 'treatment' approach, which is neither economically viable nor protects the health of residents.

The Government is looking to phase out the Public Health Grant nationally by 2020/21, as is already the case across Greater Manchester. Thereafter, they plan to fund public health via business rates retention. Whatever the model, it is vital that local authorities have enough funding to deliver the functions and services they need to provide. Deprived areas often suffer the worst health outcomes, so it is also vital that areas with the greatest need receive sufficient funding to meet their local challenges.

This Council notes that around four in ten cancers are preventable, largely through avoidable risk factors, such as stopping smoking, keeping a healthy weight and cutting back on alcohol. Smoking accounts for 80,000 early deaths every year and remains the largest preventable cause of cancer in the world. Smoking-related ill health costs local authorities £760 million every year in social care costs. Additionally, obesity and alcohol account for 30,000 and 7,000 early deaths each year respectively. All three increase the risk of: cancer, diabetes, lung and heart conditions, poor mental health and create a subsequent burden on health and social care.

This Council believes that the impact of reduction to baseline funding to public health on our communities is becoming difficult to ignore. This case becomes more pressing given the Government's consideration of a 10-year plan for the NHS. For this reason, we support Cancer Research UK's call for increased and sustainable public health funding. This Council calls on the Government to deliver increased investment in public health and to support a sustainable health and social care system by taking a 'prevention first' approach. Trafford Council recognises and values the role of Public Health and will lobby Central Government to support and properly fund public health initiatives - to prevent ill-health, reduce inequalities and support a health and social care system that is fit for the future.

(b) Motion Submitted by the Labour Group - Unite Construction Charter

This Council supports the Unite Construction Charter as set out below and authorises the Leader of the Council to sign this Charter on behalf of Trafford Metropolitan Borough Council.

As a Local Authority we are responsible for the procurement of a multitude of construction projects. It is therefore appropriate that we as a responsible client enter into this agreement and commit to working with the appropriate trade unions, in order to achieve the highest standards in respect of; direct employment status, health & safety, standard of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment. The following shall be a requirement for all contractors and their supply chain engaged by this Authority: -

1. All parties recognise that the highest level of compliance with current HMRC regulations must be achieved where public funds are utilised. It is therefore a contractual requirement that all operatives are directly employed on a PAYE basis under a contract of employment. Furthermore the use of intermediary pay roll company will be prohibited on all contracts.
2. Health and Safety of workers on all of our construction projects is paramount. It is therefore a requirement that all contractors rigorously implement and adhere to our minimum standards for health and safety, as set out in our procurement documents. In addition we require all contractors to provide quality welfare facilities fit for purpose in accordance with the Construction Design and Management Regulation of 2015.
3. It is a recognised fact that the presence of trade union safety representatives significantly improves safety in the workplace. Contractors and their supply chain are required to work collaboratively with the appropriate trade unions to identify and implement reasonable real-world initiatives.
4. The Authority requires all projects to be completed to the highest standard, so as to meet the aspirations of the residents of this Authority. In order to achieve this it is recognised that it is necessary that all workers are competent and have the appropriate level of skill to carry out the work they are employed to do. To assist in the achievement of this goal the Authority's contractors and their supply chain will ensure they retain documented evidence that all workers are competent to carry out the work they have been employed to do. They will ensure that such evidence is retained in a way as to allow the Authority or its

Continued ...

nominee's to audit the documentation. Possession of the recognised industry skills / grade card such as JIB (Joint Industry Board) or CSCS (Construction Skills Certification Scheme) will be considered acceptable evidence

5. The Authority is mindful of the industry skills shortage and the need to address this through appropriate apprenticeships, including adult training in up skilling. The Authority's contractors and supply chain will in consultation with the Authority and other interested parties develop and implement a programme that addresses the skills shortage and provides training opportunities to local residents.
6. The Authority recognises the right of all construction workers to be employed under and to be protected by the appropriate national industry collective agreement. The Authority requires full compliance with all appropriate national agreements applicable to the construction industry.
7. All contractors and their supply chain will accept the right of any trade union that is a signatory to an appropriate national agreement, to appoint shop stewards, workplace health & safety representatives and Union Learning Reps. All trade union accredited representatives will be granted appropriate time and facilities to carry out their responsibilities.
8. The Authority, its contractors and their supply chain are committed to a fair and transparent recruitment policy. All contractors and their supply chain will actively ensure that the engagement of labour is based on the individual's ability to meet the needs of the project and the specific tasks for which they are recruited to undertake.
9. The Authority its contractors and their supply chain agree it's not acceptable for anyone to use or make reference to any form of blacklist.
10. The Authority recognises the benefit trade unions bring to the workplace and the rights of workers to hear from trade union representative. The Authority's contractors and their supply chain are required to allow access to nominated trade union officer from trade unions that are signatories to the appropriate national agreements. Access shall mean access to welfare facilities during working times so as to allow them to consult with their members and potential members.

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11. The Authority supports the Get Britain Building campaign, which is aimed at supporting and sustaining the British construction industry. Consequently, all relevant construction contracts will be required to comply with our Authority's Sustainable Buying Standard for Highways and Construction Materials, which requires structural steel and other relevant materials to be covered by BES 6001 Responsible Sourcing of Construction Product certification, or equivalent.

(c) **Motion Submitted by the Liberal Democrats Group - Air Quality Monitoring**

This Council notes:

- The rising risk posed to all Trafford Residents caused by Air Pollution in and around the borough
- The additional risk posed to Children and the Elderly
- The growing amount of research - including retrospective cohort study carried out by researchers from Kings College, The University of London, Imperial College London and others - which strongly links rising air pollution to an increase in cases and severity of Dementia and Alzheimer's

This Council resolves to undertake a full review of air quality monitoring in Trafford, which will include:

- Drafting proposals for additional monitoring sites as well as the inclusion of PM 2.5 monitors
- Exploring supplementary monitoring measures such as increased use of diffusion tubes and the use of mobile air monitors
- A report on quality control and data analysis

This Council also resolves to:

- Open up the council's air quality data to the public at every opportunity, including the provision of new 'land use regression maps' so that new pollutants can be identified and monitoring provisions can be reviewed over time
- Work with all stake holders to encourage the use of electric vehicles and increase the number of electric charging points across the borough
- Introduce signage around level crossings and schools advising motorists to switch off their engines where appropriate
- Ensure that future planning developments incorporate pollutant absorbent vegetation such as new trees and 'Green Walls' to help reduce resident exposure

Continued ...

- Install feeder pillars, or other forms of connectivity, to the electricity grid as an alternative source of power to enable rides and traders using diesel generators in areas of our town centres with high pedestrian footfall to use alternative cleaner sources of power
- Instruct the license committee to consider clean sources of power when granting licensing

This Council asks the Leader of the Council to write to the Mayor of Greater Manchester as well as the leaders of neighbouring local authorities encouraging them to adopt the above measures and encouraging cooperation across the region.

(d) Motion Submitted by the Labour Group - Green New Deal

The Council notes:

- Its declaration of a 'climate emergency' and commitment to adopt radical measures to combat climate change supported by the provision of Carbon Neutrality training to council members and staff.
- To prevent the worst effects of climate change, we must keep global temperature rises below 1.5°C. Over 1°C of warming has taken place since the start of the industrial revolution causing huge environmental damage, with populations in the Global South suffering the most. Tackling climate change is thus indivisible from social, racial and economic justice.
- The Conservative Government is supporting the fracking industry and has cut support for renewable, environmentally clean technologies.
- In light of this it is important Government, as well as Local Government and GM Combined Authority plays its full part in achieving carbon neutrality as soon as possible and no later than the GM target of 2038.

The Council therefore calls on the Government, as a matter of urgency, to adopt the following Green New Deal: a state-led programme of investment and regulation for the decarbonisation and transformation of our economy that reduces inequality and pursues efforts to keep global average temperature rises below 1.5°C.

This should include:

- Commitment to zero carbon emissions by 2038, as the 2050 target recently agreed in Parliament is too late to prevent the 1.5°C in global temperature.
- Rapidly phasing out all fossil fuels.
- Large-scale investment in renewables.

Continued ...

- A just transition to well-paid, unionised, green jobs available for all.
- A green industrial revolution expanding public, democratic ownership as far as necessary for the transformation.
- Green public integrated transport that connects Britain.
- Supporting developing countries' climate transitions by increasing transfers of finance, technology and capacity.
- Assuring everyone's basic rights through the provision of universal services.
- Welcoming climate refugees while taking measures against the displacement of peoples from their country of origin due to climate change.
- Supporting existing and emerging companies specialising in neutralising existing levels of carbon.

(e) **Motion Submitted by the Green Party Group - Increasing Urban Street Trees**

This Council believes:

That the City of Trees i-Tree survey of 2018 declared that Greater Manchester's 11.3 million trees provide an annual environmental and economic benefit of £33 million which benefits Trafford. Trafford's streets currently number 18,000 trees but a net increase of 20% - approx. 3,600 – will increase biodiversity, bring environmental benefits and wellbeing to residents.

This Council notes:

- Trees are still the cheapest way to absorb and sequester carbon from the atmosphere which contributes to limiting the harmful effects of climate change.
- Trees remove pollutants from the air which improves air quality. There's up to a 60% reduction in street level particulates they reduce ozone, nitrogen oxides, sulphur dioxides, carbon monoxide and carbon dioxide.
- Trees create ecosystems that provide increased biodiversity for many animals.
- Trees help control intense rain run-off and help to improve water quality and reduce flooding.
- Trees have many benefits for residents: they provide a proven sense of wellbeing.

Trafford Council resolves to:

- Undertake a year-long audit to identify suitable locations in urban areas to increase tree coverage and undertake resident consultation and report to Executive by July 2020.

Continued ...

- Set ambitious targets to increase our urban street trees and TMBC to consider the Government's Urban Tree Challenge Fund to assist this [1].
- Ensure that tree coverage is consistent across the borough and consider nearby green spaces where a lack of suitable streets exist.
- Seek out partnerships with the Woodland Trust, City of Trees and the Forestry Commission to fully move to UK-sourced trees that are disease-free and fully traceable.
- Increase native varieties of small, medium and large sized trees and match these to local conditions.
- Further promote the Adopt-a-Tree scheme to residents, community groups and schools.
- Become a member of the Champion Trees Register [2] to celebrate our outstanding trees.

1. <https://www.gov.uk/guidance/urban-tree-challenge-fund>

2. <https://www.treeregister.org/aboutus.shtml>

(f) **Motion Submitted by the Green Party Group - Reduce Grass Cutting to Increase Biodiversity in Parks and Roadsides**

This Council notes:

Scientists have reported that our planet faces a biodiversity crisis that is threatening the planet's eco-system and we need to reverse that decline [1]. This council can be proactive by reducing grass verge maintenance which will encourage habitat for insects and wildlife. By reducing maintenance on verges, parkland and other areas this council can also reduce costs: Dorset Council has saved £93,000, Burnley estimates £50,000 [2] and Rochdale Council plans £40,000 worth of savings. Over 80 per cent (81%) of the public back calls for councils to help Britain's under-threat bees by cutting areas of grass less often states a YouGov poll for Friends of the Earth and Buglife [3].

This Council believes:

- That planting more wildflowers and other bee friendly plants in their local parks and community spaces will increase biodiversity.
- Allowing some areas to remain uncut can help Trafford provide corridors for wildlife to thrive which in turn creates increased wellbeing for residents [4].
- Allowing grassland and strips to remain unmown longer can save costs [5].

This Council resolves to:

Continued ...

- To undertake a year-long audit of roadside verges with the aim to reduce grass-cutting and develop a management policy to improve biodiversity, grassland and save on maintenance costs – highway safety must remain paramount.
- Develop a wildflower planting scheme like Rotherham's 'River of Flowers' and over the next year and identify suitable areas such as roundabouts and central reservations [6]
- Report to Executive by July 2020 with a report based on the roadside audit and a borough-wide consultation with residents.
- Aim to increase grassland areas within parks across the borough by reducing mowing regimes with consultation with Friend Groups and local residents [5]
- Write to the Mayor of Greater Manchester to highlight this green initiative.

1. <https://www.theguardian.com/environment/2019/feb/10/plummeting-insect-numbers-threaten-collapse-of-nature>
2. https://friendsoftheearth.uk/bees/ask-your-council-introduce-pollinator-action-plan?fbclid=IwAR1MfUXLOUdF7_R3ld_NeW0GPO0Lr65qYmu4Bca9mPI7vzIN4k5aQHqwxqw
3. <https://friendsoftheearth.uk/bees/huge-public-backing-councils-reduce-grasscutting-help-save-our-bees>
4. <https://www.rewildingbritain.org.uk/assets/uploads/Rewilding%20and%20Climate%20Breakdown%20-%20a%20report%20by%20Rewilding%20Britain.pdf>
5. <http://www.sussex.ac.uk/broadcast/read/26417>
6. https://www.rotherham.gov.uk/info/200083/roads_highways_and_pavements/793/grass_and_verges_maintenance_schedule/2

(g) **Motion Submitted by the Liberal Democrats Group - Empty Homes Premium Scheme**

This Council notes that:

- Britain faces a shortage of affordable and sustainable housing
- Current Greater Manchester Spatial Framework proposals to meet demand by building on 'greenbelt' land are highly unpopular with residents in Trafford
- There are currently more than 2,000 unoccupied and substantially unfurnished empty homes in Trafford, many of which have been empty for over two years, some considerably longer. A rise of 16% since 2017.
- There are currently more than 19,000 unoccupied and substantially unfurnished empty homes across greater Manchester
- A significant number of these properties – both in Trafford and across the city region – are considered 'unfit for human habitation'

Continued ...

This Council acknowledges the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 enabling the use of the 'Empty Homes Premium' model - as seen in Cheshire East - as an additional means for local authorities to encourage empty homes to be brought back in to use and welcomes the inclusion of a 50% 'Empty Homes Premium' in the February 2019 budget.

This Council Requires the Executive to raise the 'Empty Homes Premium' from 50% to 100% as part of its budget (February 2020) in line with the following timescale:

- As of April 1st 2020 the 'relevant maximum' for properties empty over 2 years will be 100%

This Council also Requires the Executive to give notice of the following incremental time scale:

1. As of 1st April 2021 the 'relevant maximum' for properties empty over 5 years will be 200%
2. As of April 1st 2022 the 'relevant maximum' for properties over ten years empty will be 300%

This Council requires the Executive to investigate the feasibility of 'Capped Public Works Loans' as seen in Cheshire East, to assist with major works and help bring more properties back into use without punishing property owners.

This Council Notes the following exemptions:

- Properties requiring major works should receive an extension of up to 12 months before the 'relevant maximum' is raised
- Properties currently in 'Trust' or 'Probate' should receive an extension of up to 12 months before the 'relevant maximum is raised
- Properties left empty by a person who lives in accommodation provided by the Ministry of Defence (for example: service personnel posted away from home)
- Properties which are part of another property (for example: an annexe)

This Council Recognises that simply seeking to bring empty housing back into use is not enough to solve Britain's housing crisis, but is determined to pursue every available option, especially when it is possible to avoid development on 'Green Belt' land.

Continued ...

This Council requires the Leader of the Council to:

- Write to the Mayor of Greater Manchester and the leaders of all Greater Manchester local authorities urging them to work with Trafford Council to address the housing shortage in our region by supporting the resolutions of this motion
- Write to the Secretary of State for Housing, Communities and Local Government urging the Government highlighting the need for local authorities to be able to protect 'Greenbelt' land whilst addressing the housing shortage

(h) Motion Submitted by the Conservative Group - Members' Allowances Increases for Labour Councillors

This Council condemns the revelation that, on 22 August 2018, the Labour Group via the Leader of the Council wrote to the Corporate Director for Finance and Systems instructing that the voluntary reduction of 1.9% applied to Members Allowances since 2013/14 be reversed.

Council notes:

- This letter was submitted secretly with no public accountability or scrutiny of the change
- That the change in allowances was subsequently backdated to April 2018
- That the Labour group also requested this change to be applied to significant Special Responsibility Allowances, to ensure maximum personal financial benefit for Labour members

Council finds it abhorrent and hypocritical that this Labour administration has the audacity to talk about austerity whilst at the same time:

- increasing their own allowances, in secret without scrutiny
- trebling the cost of the Corporate Leadership Team to nearly £1million per annum in the last 10 months
- overseeing the deterioration of services in Trafford (see Children's Services) through poor leadership and management

The Council requires every Labour member to return their increased allowance to the taxpayers of Trafford and for members' allowances to be reset to the levels stipulated in 2015/16 to be consistent for all Members (i.e. 98.1% of present full allowance).

Yours sincerely,



SARA TODD
Chief Executive

Membership of the Council

Councillors R. Chilton (Mayor), L. Walsh (Deputy Mayor), D. Acton, S. Adshead, A. Akinola, S.B. Anstee, Dr. K. Barclay, J. Baugh, J. Bennett, Miss L. Blackburn, R. Bowker, C. Boyes, J. E. Brophy, B. Brotherton, D. Bunting, D. Butt, T. Carey, Dr. S. Carr, K.G. Carter, C.H. Churchill, G. Coggins, M. Cordingley, J. Dillon, A. Duffield, N. Evans, M. Freeman, Mrs. D.L. Haddad, J. Harding, B. Hartley, J. Holden, C. Hynes, D. Jarman, D. Jerrome, P. Lally, J. Lamb, J. Lloyd, S. Longden, M. Minnis, A. Mitchell, D. Morgan, P. Myers, A. New, J.D. Newgrosh, E. Patel, K. Procter, S.B. Procter, B. Rigby, T. Ross, B. Shaw, J. Slater, E.W. Stennett, S. Taylor, S. Thomas, R. Thompson, M.J. Welton, A. Western, D. Western, G. Whitham, A.M. Whyte, A.J. Williams, B.G. Winstanley, J.A. Wright 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, 9 July 2019** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

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TRAFFORD BOROUGH COUNCIL

ANNUAL MEETING OF THE COUNCIL

22 MAY 2019

PRESENT

The Worshipful the Mayor (Councillor Tom Ross), in the Chair.

| | | |
|---------------------------|------------------|-----------------|
| R. Chilton (Deputy Mayor) | M. Cordingley | A. New |
| D. Acton | J. Dillon | J.D. Newgrosh |
| S. Adshead | A. Duffield | E. Patel |
| A. Akinola | N. Evans | K. Procter |
| S.B. Anstee | M. Freeman | S.B. Procter |
| Dr. K. Barclay | Mrs. D.L. Haddad | J. Slater |
| J. Baugh | J. Harding | E.W. Stennett |
| J. Bennett | B. Hartley | S. Taylor |
| Miss L. Blackburn | J. Holden | S. Thomas |
| R. Bowker | C. Hynes | R. Thompson |
| C. Boyes | D. Jarman | L. Walsh |
| J. E. Brophy | D. Jerrome | M.J. Welton |
| B. Brotherton | P. Lally | A. Western |
| D. Bunting | J. Lamb | D. Western |
| D. Butt | J. Lloyd | G. Whitham |
| T. Carey | S. Longden | A.M. Whyte |
| Dr. S. Carr | M. Minnis | A.J. Williams |
| K.G. Carter | A. Mitchell | B.G. Winstanley |
| C.H. Churchill | D. Morgan | J.A. Wright |
| G. Coggins | P. Myers | Mrs. P. Young |

In attendance

| | |
|---|--------------|
| Chief Executive | S. Todd |
| Corporate Director of Governance and Community Strategy | J. Le Fevre |
| Corporate Director of People | S. Saleh |
| Corporate Director of Commissioning | S. Radcliffe |
| Corporate Director of Finance and Systems | N. Bishop |
| Acting Corporate Director of Adult Services | D. Eaton |
| Senior Democratic and Scrutiny Officer | I. Cockill |

APOLOGIES

Apologies for absence were received from Councillors B. Rigby and B. Shaw.

**Annual Meeting of the Council
22 May 2019**

1. ELECTION OF MAYOR AND CHAIR OF COUNCIL

It was proposed, seconded, supported and

RESOLVED: That Councillor Robert Chilton 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 Chilton took the Chair.

**THE WORSHIPFUL THE MAYOR
(COUNCILLOR ROBERT CHILTON) IN THE CHAIR**

The Mayor returned thanks to the Council for his election and announced that Reverend Barbara Sharp of St. Paul's Church, Sale would be his Chaplain for his mayoral year.

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

It was proposed, seconded, supported and

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

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

3. APPOINTMENT OF MAYORESS

The Mayor announced that Mrs. Zoe Marshall, 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 his wife, Mrs. Rachel Walsh, would act as his Deputy Mayoress during the ensuing year.

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

5. VOTE OF THANKS

It was proposed, seconded, supported and

**Annual Meeting of the Council
22 May 2019**

RESOLVED: That the Council hereby place on record their appreciation for the manner in which Councillor Tom Ross 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 Councillor Anne Duffield 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 signed requisition for Councillor Ross as Mayor.

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.

6. MINUTES

That the Minutes of the Meeting of the Council held on 20 March 2019, be approved as a correct record and signed by the Chair.

7. RESULTS OF ELECTIONS OF COUNCILLORS

The Returning Officer submitted a report on the results of the Poll held on 2 May 2019 for the respective wards of the Borough.

The Mayor congratulated all those who were successfully elected and welcomed Councillors Akilah Akinola, Dr. Serena Carr, Mrs. Claire Churchill, Ben Hartley, Meena Minnis, Dave Morgan, Julian Newgrosh, Shirley Procter, Rose Thompson, Michael Welton, Barry Winstanley to their first Council meeting and Councillor Karina Carter who was returning to the Chamber having served as a Member in the past.

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

8. LEADER OF THE COUNCIL AND MEMBERSHIP OF THE EXECUTIVE

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

RESOLVED –

- (1) 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 2023.
- (2) That the Council notes that the Leader of Council determines that the Executive shall comprise himself plus 9 Councillors.

**Annual Meeting of the Council
22 May 2019**

- (3) That the Council notes that the Leader of the Council appoints the membership of the Executive and a Deputy Leader for the 2019/20 municipal year, as follows:

| <u>Councillor</u> | <u>PORTFOLIO</u> |
|---------------------------------|--|
| Andrew Western | Leader of the Council |
| Catherine Hynes (Deputy Leader) | Children's Social Care (with all statutory children's responsibilities) |
| Joanne Harding | Adult Social Care |
| Graham Whitham | Communities and Partnerships |
| Jane Baugh | Culture and Leisure |
| Stephen Adshead | Environment, Air Quality and Climate Change |
| Tom Ross | Finance and Investment |
| Jane Slater | Health, Wellbeing and Equalities |
| James Wright | Housing and Regeneration |
| Mike Freeman | Public Safety, Governance and Reform |
| | <u>Non-Executive Portfolio</u> |
| Karina Carter | Lead Member for Education |

- (4) That the Corporate Director of Governance and Community Strategy be authorised to make the necessary amendments to the Constitution arising as a result of these arrangements.

9. SHADOW EXECUTIVE

RESOLVED –

- (1) That the membership of the Shadow Executive, as set out below, for the 2019/20 Municipal Year be noted:

| <u>Councillor</u> | <u>PORTFOLIO</u> |
|-------------------------------|--|
| Nathan Evans | Leader of the Opposition |
| Patrick Myers (Deputy Leader) | Finance and Investment |
| John Holden | Adult Social Care |
| Sean Anstee | Children's Social Care (with all statutory children's responsibilities) |
| Brian Shaw | Communities and Partnerships |
| John Lamb | Culture and Leisure |
| Dylan Butt | Environment, Air Quality and Climate Change |
| Miss Linda Blackburn | Health, Wellbeing and Equalities |
| Dave Morgan | Housing and Regeneration |
| Chris Boyes | Public Safety, Governance and Reform |
| | <u>Non-Executive Portfolio</u> |
| Thomas Carey | Lead Member for Education |

**Annual Meeting of the Council
22 May 2019**

- (2) That the Council acknowledges the work of Councillor Sean Anstee as Leader of the Conservative Group and places on record it's thanks to him in that regard.

10. COUNCIL COMMITTEES

The Corporate Director of Governance and Community Strategy submitted a report inviting the Council to agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2019/20 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 | - 36 Members |
| Conservative Group | - 20 Members |
| Liberal Democrat Group | - 3 Members |
| Green Party Group | - 3 Members |

In addition, 1 Individual Liberal Democrat member did not wish to be attached to any of the political groups.

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

RESOLVED –

- (1) That the composition of the various standing Committees, as set out in Appendix 1 to the report, be approved.
- (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 2019/20 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 OS | - | Geraldine Coggins |
| Jayne Dillon Anne Duffield Judith Lloyd Liz Patel V-CH | Paul Lally Alan Mitchell | | |

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NON-VOTING CO-OPTEE (1) – Mrs. Jeannie Platt

EMPLOYMENT COMMITTEE

| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRAT GROUP | GREEN PARTY GROUP |
|--|--|-------------------------------|--------------------------|
| Councillors: | Councillors: | Councillors: | Councillors: |
| David Acton Akilah Akinola Joanne Bennett CH Mike Cordingley Rose Thompson Amy Whyte V-CH | John Holden Paul Lally OS Brian Rigby | - | - |

Substitute Members of Employment Committee:

| | | | |
|-----------|-------------|---|---|
| 1 Vacancy | Sean Anstee | - | - |
|-----------|-------------|---|---|

LICENSING COMMITTEE

| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRAT GROUP | GREEN PARTY GROUP |
|---|---|-------------------------------|--------------------------|
| Councillors: | Councillors: | Councillors: | Councillors: |
| Barry Brotherton Anne Duffield CH David Jarman V-CH Steven Longden Adele New Whit Stennett Sophie Taylor Simon Thomas | Dan Bunting Dylan Butt OS Mrs. Denise Haddad John Holden 1 Vacancy | Julian Newgrosh | Michael Welton |

PLANNING DEVELOPMENT CONTROL COMMITTEE

| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRAT GROUP | GREEN PARTY GROUP |
|--|---|-------------------------------|--------------------------|
| Councillors: | Councillors: | Councillors: | Councillors: |
| Mike Cordingley Liz Patel Kevin Procter Whit Stennett Laurence Walsh CH Aidan Williams V-CH Barry Winstanley | Dr. Karen Barclay Dan Bunting OS Thomas Carey Dave Morgan | Meena Minnis | Daniel Jerrome |

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Substitute Members of the Planning Development Control Committee:

| | | | |
|-----------------|--------------|-----------------|----------------|
| Dr. Serena Carr | Nathan Evans | Julian Newgrosh | Michael Welton |
| Ben Hartley | John Holden | | |
| Simon Thomas | | | |

STANDARDS COMMITTEE

| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRAT GROUP | GREEN PARTY GROUP |
|---|--|-------------------------------|--------------------------|
| Councillors: | Councillors: | Councillors: | Councillors: |
| Dr. Serena Carr Ben Hartley | Miss Linda Blackburn Mrs. Claire Churchill V-CH | Meena Minnis | Geraldine Coggins |
| David Jarman Kevin Procter CH Laurence Walsh Denise Western | 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 Rose Thompson Amy Whyte Aidan Williams Barry Winstanley | John Holden John Lamb V-CH Brian Shaw | Jane Brophy | - |

Ex-Officio, Non-Voting Member (2)

Chair of Health Scrutiny Committee – Councillor Dr. Karen Barclay
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: |
| Akilah Akinola | Dr. Karen Barclay | - | - |
| Dr. Serena Carr | CH | | |
| Ben Hartley | Mrs. Denise Haddad | | |
| Judith Lloyd | <i>1 Vacancy</i> | | |
| Sophie Taylor | | | |
| V-CH | | | |
| Simon Thomas | | | |

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: |
| Joanne Bennett | Miss Linda | - | - |
| Jayne Dillon | Blackburn | | |
| Steven Longden | Thomas Carey | | |
| Adele New | V-CH | | |
| Shirley Procter | John Holden | | |
| Denise Western CH | | | |

Ex-Officio, Non-Voting Member (2)

Chair of Scrutiny Committee – Councillor David Acton
 Chair of Health Scrutiny Committee – Councillor Dr. Karen Barclay

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 Amy Whyte (Chair), Kevin Procter (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, Wellbeing and Equalities | Shadow Executive Member for Health, Wellbeing and Equalities | Jane Brophy | - |
| Executive Member for Adult Social Care | | | |
| Executive Member for Children's Social Care | | | |

Officer(s) and External Partners:

- NHS Trafford Clinical Commissioning Group (3 representatives: Chair, Chief Operating Officer and Clinical Director/Representative)
- Chair of Health Watch
- Third Sector (2 representatives)
- 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

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- 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
- (7) That the Joint Health Scrutiny Committee with Manchester City Council be formally reinstated and appointed to during the year if required on the basis of 3 Labour members (1 substitute): 2 Conservative members (1 substitute): 0 Liberal Democrat members: 0 Green Party members.
- (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.

11. APPOINTMENTS TO OUTSIDE AND INDEPENDENT BODIES

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

RESOLVED –

- (1) That approval be given to the appointment of representatives to those outside and independent bodies set out in Appendix 1, to the report.
- (2) That the Chief Executive, in consultation with the relevant Group Leader(s), be delegated authority to appoint members to any outside body vacancy that remains or arises after this Annual Meeting and to any other bodies to which the Council is required to make appointments (and to report back to Council on any changes or new appointments so made).
- (3) That the persons named in Appendix 2, to the report, be authorised to sit on the Statutory School Appeals Committee for the 2019/20 Municipal Year and that the Corporate Director of Governance and Community Strategy be delegated authority to make changes to this list and to set up School Admission Appeals Committees including the appointment of Chairs.

12. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS

RESOLVED: That, noting that the Public Protection Sub-Committee meetings listed on 24 October and 28 November 2019 are not required, the timetable of Council and Committee meetings for the 2019/20 Municipal Year be approved.

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13. 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 2020, 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.

14. DELEGATION OF FUNCTIONS AND AMENDMENTS TO THE CONSTITUTION

The Corporate Director of Governance and Community Strategy 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) functions are delegated to all individual Executive Members in accordance with the Executive Members' Scheme of Delegation;
 - (b) all other functions are delegated to the Executive.
- (2) That the current Scheme of Delegation to Officers contained within the Constitution be re-confirmed and the Corporate Director of Governance and Community Strategy be requested to review and align the Officer Scheme in accordance with the Leader of the Council's revisions to the Executive Scheme of Delegation.
- (3) That the Corporate Director of Governance and Community Strategy be authorised to amend the Constitution of the Council in accordance with and as a consequence of this report and other decisions made by Council at this Annual Meeting.
- (4) That Council notes that further changes may be made to the schemes of delegation and that the Corporate Director of Governance and Community Strategy be authorised to amend the Constitution following consultation with the Leader and Chief Executive.

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15. 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 previous Annual Meeting on 23 May 2018, the following was a decision taken under the Special Urgency provisions set out in Regulation 11:

Children Families and Wellbeing All Age Travel Assistance Policy 2018-19
- decision taken by the Leader of the Council on 30 May 2018.

16. GREATER MANCHESTER TRANSPORT COMMITTEE - ROLE AND RESPONSIBILITIES

The Corporate Director of Governance and Community Strategy and Monitoring Officer submitted a report outlining the current Greater Manchester transport governance arrangements. In the context of the Devolution Agreement and specifically the Greater Manchester Combined Authority (GMCA) Transport Order 3, the report presented some broad revised terms of reference for a reconstituted GM Transport Committee, options for its structure, responsibilities and examples of how it might work in practice.

RESOLVED –

- (1) That the establishment of the new GM Transport Committee as a joint committee of the 10 districts, GMCA and Mayor, be approved.
- (2) That the Terms of Reference and Operating Agreement for the Committee, as set out in Schedule 1 to the report, be approved.
- (3) That the functions, as set out in the Terms of Reference, be delegated to the Transport Committee.
- (4) That, as set out in Appendix 1 to the Appointments to Outside and Independent Bodies report considered earlier (Minute 11 refers), the Council appoints a Member from the Controlling Group to the Transport Committee for 2019/20 (Councillor Adshead with Councillor Wright as substitute) and nominates a Member from the main opposition (Councillor Evans) to be appointed by the Greater Manchester Mayor, ensuring that political balance across Greater Manchester is represented.

The meeting commenced at 6.00 p.m. and finished at 7.57 p.m.

TRAFFORD COUNCIL

Report to: Council
Date: 17th July 2019
Report for: Noting/Approval
Report of: Chief Executive

Report Title

Revised Corporate Leadership structure and re-alignment of portfolios.

Summary

This report sets out proposals for a revised Corporate Leadership structure to further secure the safe and effective leadership of the Council following the permanent appointment to the Chief Executive post in February 2019. It outlines the rationale for the proposed changes and summarises them accordingly.

The constitution requires that appointments to Corporate Director posts are made by an Appointments Panel, which is drawn from members across the Council and that salary and benefits packages totalling in excess of £100k must be approved by Council. This report was agreed for recommendation to Council at Employment Committee on 1st July and sets out the proposed revised arrangements, including remuneration levels and asks that Council approves and/or notes the changes as appropriate.

Recommendation(s)

That Council:-

- Notes that the joint post of Corporate Director Commissioning has been disestablished following the conclusion of the fixed term arrangement;
- Notes the proposed establishment of a redesigned joint post of Director of Integrated Health and Social Care Strategy for a three year period with a remuneration level equivalent to NHS VSM terms £62,316 (0.6 FTE pro-rata) funded jointly by NHS Trafford CCG and Trafford Council;
- Notes the internal ring-fence appointment of the postholder of the former Corporate Director Commissioning role, to the redesigned Director of Integrated Health and Social Care Strategy post on the terms outlined to secure the continuation of the transformation and reform responsibilities in the health and social care field;
- Notes the current temporary arrangements in place for the Corporate Director of Children's Services pending the external recruitment process;
- Approves the salary for the Interim Corporate Director of Children's Services (£1104 day rate) for a six month period which is likely to exceed £100,000;

- Approves the proposed revised salary levels for Corporate Director Adults and Wellbeing post (£116,745) and Corporate Director Children and Families post (£125,000) consistent with revised portfolios and market value;
- Notes the proposed Member led internal recruitment process for the statutory role of Corporate Director of Adults and Wellbeing (DASS) to be ring-fenced to the current interim postholder, and the proposed external advertisement and Member led recruitment process for the Corporate Director of Children and Families (DCS);
- Notes the revised salary level for the Director of Public Health proposed at £95,000 and the external Member led recruitment process with Public Health England that includes consideration of the current interim postholder;
- Notes the reporting re-alignment of the Director of Public Health and function to the Corporate Director Adult Services and Wellbeing;
- Approves the establishment of a new Corporate Leadership Team Structure as set out in the report at Appendix 2;

Contact person for access to background papers and further information:

Name: Sara Saleh, Corporate Director People
 Extension: 4009

Background Papers: None

Implications:

| | |
|---|---|
| Relationship to Corporate Priorities | The safe and effective running of the organisation is a critical priority. |
| Relationship to GM Policy or Strategy Framework | The arrangements are very much aligned to the principles of collaboration expressed through GMCA policy direction and all associated strategies. |
| Financial | As above |
| Legal Implications | The proposals will ensure that the Council meets the statutory requirements in terms of appointments to the three statutory officer posts referred to in the report. |
| Equality/Diversity Implications | The continuation of two statutory DCS and DAS roles shows a clear commitment to increasing the senior leadership capacity to support vulnerable residents. It enables the Council to fully observe the principles of the statutory guidance for both roles and promote equality of outcomes for service users and their families. |

| | |
|---|--|
| Sustainability Implications | |
| Staffing/E-Government/Asset Management Implications | The proposals seek to retain expertise in the Adults and Commissioning field by offering internal recruitment opportunities. |
| Risk Management Implications | . |
| Health and Safety Implications | N/A |

1. Introduction and background

1.1 Revised senior leadership portfolios and a set of permanent and interim appointments to the Corporate Leadership Team (CLT) were put in place in July 2018, following the departure of the then Chief Executive, the Corporate Director for Transformation and Resources and the Corporate Director for Children, Families and Well-Being who held both statutory roles for Adults Services (DASS) and Children's Services (DCS).

1.2 Under those arrangements the Children, Families and Well-Being portfolio was split into two statutory functions as an interim measure and to assess the viability of this model, the roles of Corporate Director of Adults Services (DASS) and Corporate Director of Children and Families (DCS) were put in place. The Director of Integrated Services and the Director of Safeguarding and Development respectively were subsequently appointed for a temporary period under the succession policy, at salary levels reflective of the development period.

1.3 Additionally, an interim joint Corporate Director role for Commissioning had already been established and was recruited to on a 12 month basis to drive the integration agenda, funded jointly with NHS Trafford CCG. The postholder also took on the role of the CCG's Accountable Officer on an interim basis pending permanent recruitment to this post.

1.4 Following the permanent appointment to the NHS Trafford CCG Accountable Officer post in January 2019 and the Council's Chief Executive post in February 2019, revised corporate leadership proposals have been developed and are now brought for noting/approval as appropriate.

1.5. The first priority and the main focus of the revisions has been to put permanent leadership arrangements in place in both the Adults Services and Children and Families Directorates and to establish new arrangements to build on the joint health and social care commissioning work which has progressed well over the last year. For a variety of reasons not least the impending financial challenges the Council will face from 2020 onwards and the recent OFSTED inspection outcome, it is essential that the Council provides leadership and stability to these key services.

1.6 This represents a first phase of change. Work to plan for the next three financial years has begun and it is apparent that the Council will need to consider how it fundamentally reshapes its services if the ambitions of the recently adopted Corporate Plan 2018-22 are to be achieved in the face of what is likely to be a significant budget

challenge. Such reshaping will, in all probability require further changes to the Council's senior leadership arrangements over the coming 12 months which will be the subject of a further report in due course.

1.7 The current senior leadership team structure is attached at Appendix 1 with the proposed structure in Appendix 2.

2. Case for change

2.1 This section of the report outlines the rationale for the recommendations and sets out the recruitment process to achieve appointments to the new structure.

2.1.1 Corporate Director Commissioning – Director of Integrated Health and Social Care Strategy £62,316 (0.6fte)

The Corporate Director of Commissioning post has been essential to the work to deliver an integrated health and social care system in Trafford, which in turn is key to delivery of an integrated, place based offer to meet the needs of residents and tackle poor health outcomes. During the past year, the Corporate Director has made significant progress including establishing an integrated Commissioning Directorate whilst also assuming Accountable Officer responsibilities until a postholder was appointed whilst having involvement in a range of operational matters. With a new Accountable Officer now in post, the next stage of integration needs to focus on the development of a 3-5 year whole system plan. As such, the Corporate Director of Commissioning post will be dis-established following the conclusion of the fixed term contract on 17th June 2019 and its line management responsibilities will transfer as follows:

- The NHS Trafford CCG Health Commissioning team will report into the Accountable Officer in NHS Trafford CCG and the Social Care Commissioning team will report into the Corporate Director Adults and Wellbeing.
- The Public Health function and statutory Director for Public Health will move to the Corporate Director for Adults and Wellbeing portfolio.

A new post of Director of Integrated Health and Social Care Strategy is proposed on a three year fixed term basis on NHS VSM terms, that will take the lead on the refresh of the Trafford Locality Plan for health & social care reform, working closely with system partners and colleagues to ensure we have a robust integrated transformation plan that aligns to all reform activities.

It will provide confident corporate and transformational leadership and a clear sense of direction and purpose that will enable the Council and CCG to deliver our joint vision and priorities for health and social care reform. The post will be funded jointly by the Council and CCG and work across both the health and social care system to drive commissioning intentions with joint reporting responsibilities to the CCG Accountable Officer and the Corporate Director Adults and Wellbeing.

Employment Committee approved the e proposal to appoint the former Corporate Director Commissioning postholder into this role as there are significant elements of the former role that are required going forward that will require continuity of her expertise in this field along with ongoing maintenance of well-developed system relationships.

A separate report was taken to the CCG Remuneration Committee on 27th June to confirm the arrangements.

2.1.2 Corporate Director Adults and Wellbeing £116,745

The last twelve months has demonstrated the importance of having a separate Corporate Director of Adults Services with progress having been made, amongst many other things, around key issues such as delays in transfers of care, improvements to the quality of residential care homes, some outstanding joint work with health and early development work on new delivery models including opportunities both with Trafford partners and with other Greater Manchester authorities. It is therefore proposed that the interim measure instigated in July 2018 is now made permanent and recruitment to a Corporate Director with a revised job title to reflect the new portfolio to Adults and Wellbeing is progressed.

This proposal will see a redesign of the role and an adjustment to the remuneration level to £116,745 in recognition of the market rate for statutory roles in Adults Services/Wellbeing and to achieve parity with Corporate Director peers. Additionally, the role will have a lead role in driving our joint commissioning intentions working closely with NHS Trafford CCG and the additional line management responsibilities for Public Health. It will also re-absorb responsibility for the Social Care Commissioning team following the dis-establishment of the Corporate Director Commissioning role.

The proposal to appoint to the post on a permanent basis will ring-fence the role to the existing postholder, who has been undertaking the role on an interim basis for 12 months under the succession policy. There will be an internal Member led recruitment process in light of the statutory nature of this role.

2.1.3 Corporate Director, Children and Families £125,000

Following the separation of the roles of the DCS and DASS last July, the statutory duties for Director of Children's Services have been undertaken by the Director of Safeguarding and Professional Development who has acted as Interim Corporate Director for Children and Families for the last 11months. The postholder has now returned to her substantive role.

In light of the outcome of the recent Ofsted Inspection in which the Council's Children's Social Care services were deemed Inadequate overall, it is essential a separate Corporate Director of Children's Services role be recruited to on a permanent basis to ensure there is sufficient focus and expertise to return the Council to an Ofsted Good outcome at the earliest possible opportunity.

In benchmarking this role with our neighbouring authorities and taking advice from our recruitment partner, to attract a suitably qualified and experienced Statutory Director in this field, we are proposing to regrade the salary level to £125,000 pa. The proposed remuneration level is indicative of the portfolio responsibilities and the market value, to attract and retain permanent appointments of the calibre required, to drive our important agendas in this field.

An interim Director of Children's Services has been recruited, funded through a reserve set aside to address OFSTED requirements, to support us with establishing the governance framework and programme plan to commence the improvement plan and associated work required following the recent OFSTED inspection outcome. Council approval will be sought later this month for the salary and benefits package as this exceeds £100k, but is in line with the 'going rate' for similar appointments elsewhere.

We are proposing an external and Member led recruitment process to appoint to the Corporate Director role and will be supported by our current interim Director.

2.1.4 Director of Public Health £95,000

This statutory post has been undertaken on an interim basis for a number of years and the proposal is now to recruit to this post on a permanent basis. Benchmarking salary levels and guidance from Public Health England suggests that we will need to offer an enhanced rate of up to £95,000 to attract and retain expertise in this field. A figure that reflects the significant importance of the health improvement agenda to our modernisation and integration plans.

Public Health England also strongly recommend we undertake an external recruitment process working with them and the Faculty of Public Health, but with the intention that the Council considers the current interim postholder as part of the wider recruitment process.

A member led appointment process with Public Health England will be put in place to appoint to this role.

3. Schemes of delegation and delegated authority

3.1 All approvals requested are in line with the requirements of the Scheme of Delegation.

4. Financial implications

4.1 The full year cost of the new structure is £942k, an increase of £51k (£66k including on costs) on the current structure; this will be reflected in the budget for 2020/21 onwards.

| Current post | £ | Proposed | £ | |
|--|------------------------|--|-------------------------------|-------------------------|
| Chief Executive | 165,000 | No change | 165,000 | |
| Corporate Director Commissioning | 24,200 (22% funded) | Dis-establish | | |
| | | Director of Integrated Health & Social Care Strategy | 31,158 0.6fte (50% funded) | New post funded 50% CCG |
| Interim Corporate Director Adult Services | 102,000 | Corporate Director Adult Services | 116,745 | |
| Interim Corporate Director Children Services | 102,000 | Corporate Director Children's Services | 125,000 | |
| Corporate Director Finance & Systems | 58,372 | | 58,372 | Funded 50% CCG |
| Corporate Director Place | 116,745 | No change | 116,745 | |
| Corporate Director People | 116,745 | No change | 116,745 | |
| Corporate Director Governance | 116,745 | No change | 116,745 | |
| Interim Director Public Health | 88,811 | Director of Public Health | 95,000 | |
| | 890,618 | | 941,510 | |
| TOTAL | | | £50,892 | |

5. Summary

5.1 This report describes a range of changes in the senior leadership of the Council to be noted by the Committee and salary proposals for some roles which require approval by Council.

5.2 The charts at Appendix 1 and 2 show the current and proposed structure.

6. Conclusion

This proposal will put in place a strengthened and more stable leadership team to enable delivery of the Council's priorities in the context of the Corporate Plan and significant financial challenges ahead as well as ensuring the issues raised in the recent Ofsted inspection in respect of leadership and management can be speedily and sustainably addressed.

Through the proposals outlined above there will be a net reduction of one Corporate Director post taking the number from 7 to 6. The net increase of £66k including on costs in budgetary terms is largely as a result of adjusting the remuneration levels of the two critical statutory Corporate Director roles to reflect benchmarking in order to attract and retain permanent appointments of the calibre required, to drive our important agendas in this field.

6.1 It is recommended that Council:-

- Notes that the joint post of Corporate Director Commissioning has been disestablished following the conclusion of the fixed term arrangement;
- Notes the proposed establishment of a redesigned joint post of Director of Integrated Health and Social Care Strategy for a three year period with a remuneration level equivalent to NHS VSM terms £62,316 (0.6 FTE pro-rata) funded jointly by NHS Trafford CCG and Trafford Council;
- Approves the internal ring-fence appointment of the postholder of the former Corporate Director Commissioning role, to the redesigned Director of Integrated Health and Social Care Strategy post on the terms outlined to secure the continuation of the transformation and reform responsibilities in the health and social care field;
- Notes the current temporary arrangements in place for the Corporate Director of Children's Services pending the external recruitment process;
- Approves the salary for the Interim Corporate Director of Children's Services (£1104 day rate) for a six month period and is likely to exceed £100,000;
- Approves the proposed revised salary levels for Corporate Director Adults and Wellbeing post (£116,745) and Corporate Director Children and Families post (£125,000) consistent with revised portfolios and market value;
- Notes the proposed Member led internal recruitment process for the statutory role of Corporate Director of Adults and Wellbeing (DASS) to be ring-fenced to the current interim postholder, and the proposed external advertisement and Member led recruitment process for the Corporate Director of Children and Families (DCS);
- Notes the revised salary level for the Director of Public Health proposed at £95,000 and the external Member led recruitment process with Public Health England that includes consideration of the current interim postholder;
- Notes the reporting re-alignment of the Director of Public Health and function to the Corporate Director Adults and Wellbeing;
- Approves the establishment of a new Corporate Leadership Team Structure as set out in the report at Appendix 2;

Appendix 1 – Current Senior Leadership Structure

Key

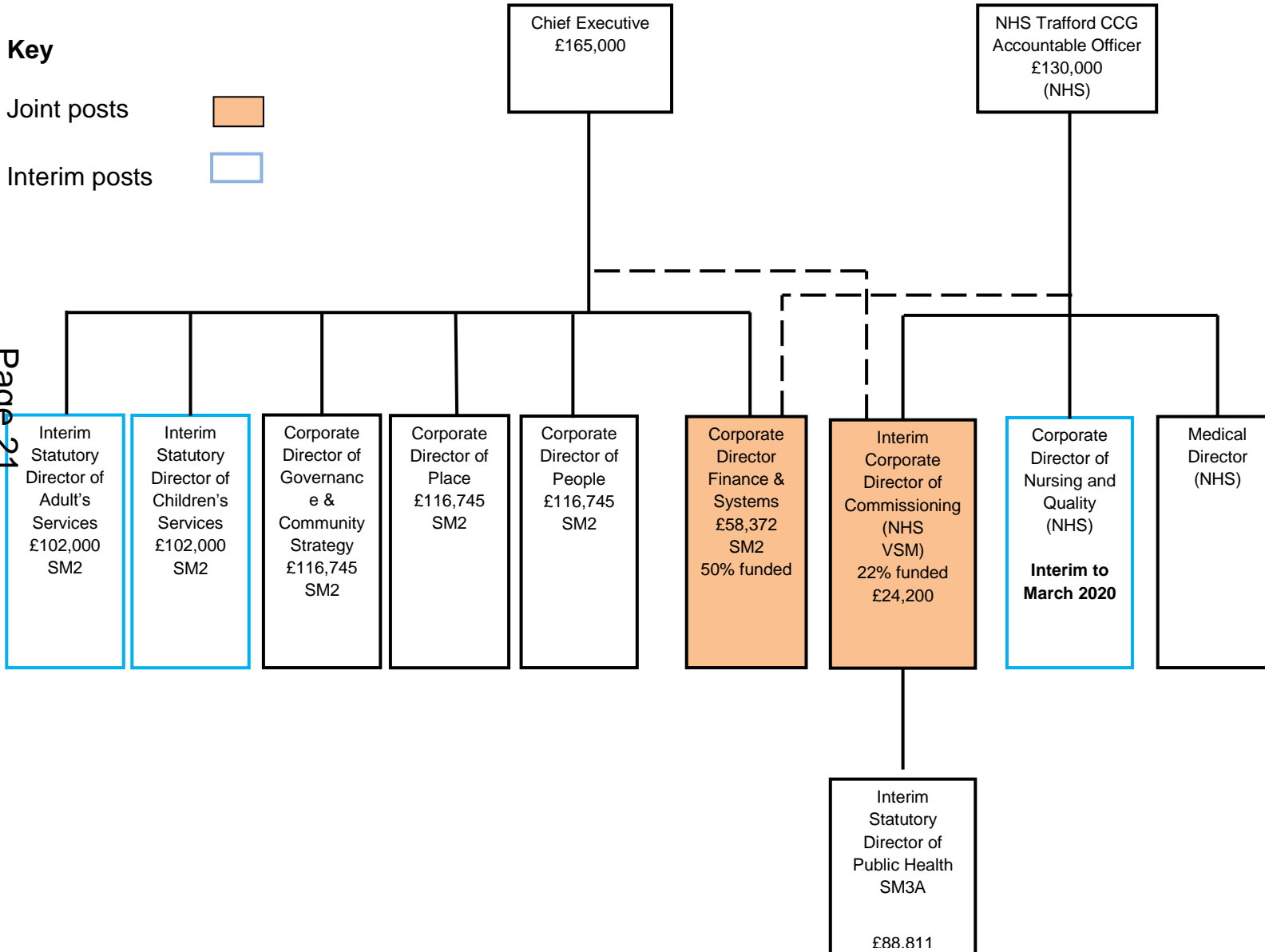
Joint posts



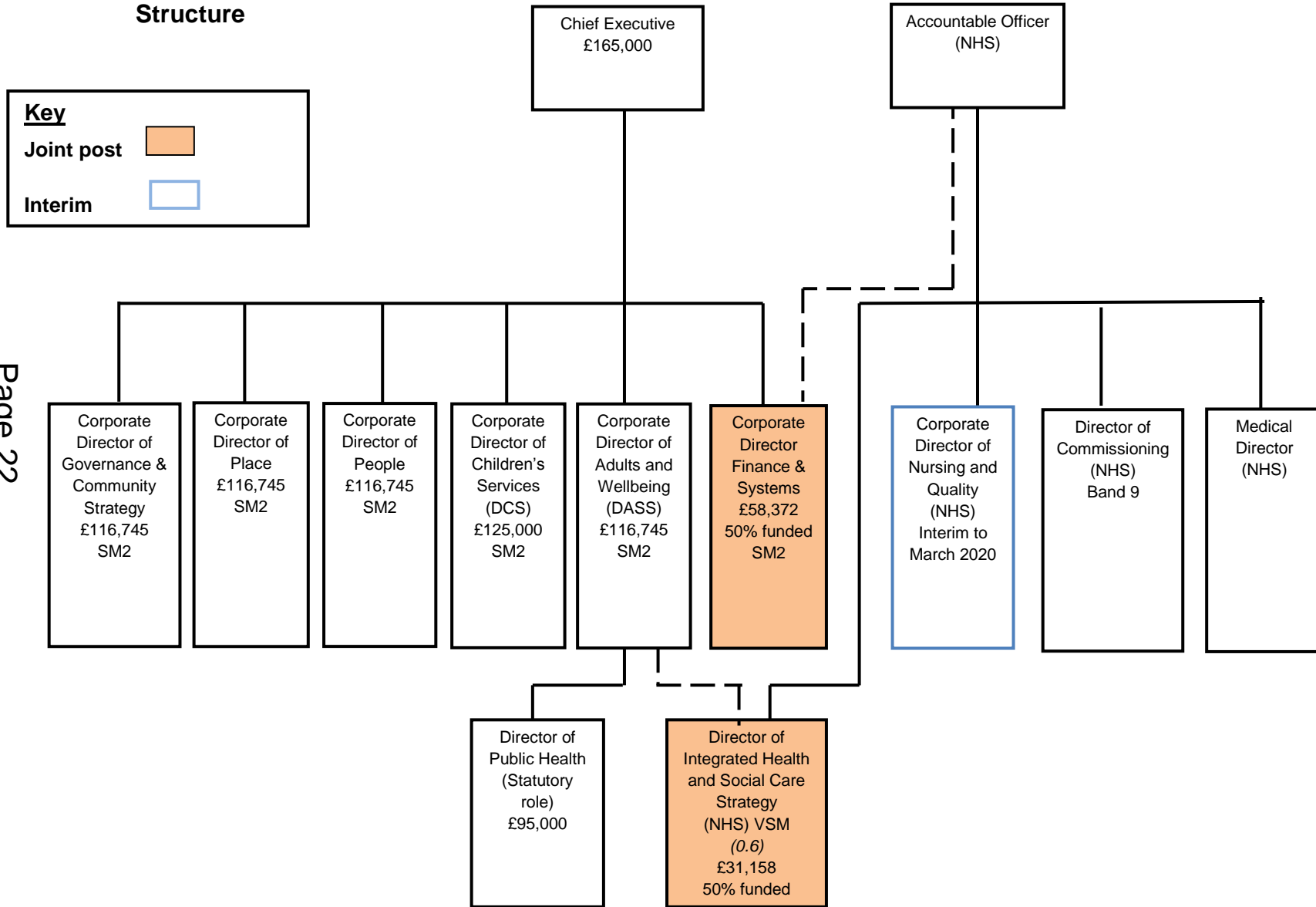
Interim posts



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Appendix 2 Proposed Senior Leadership Structure



TRAFFORD COUNCIL

Report to: Meeting of the Council
Date: 17 July 2019
Report for: Decision
Report of: Corporate Director of Governance and Community Strategy

Report Title

REVIEW OF AGMA CONSTITUTION

Summary

To inform members that the AGMA Executive Board had agreed a number of amendments to the AGMA constitution following a review by the GMCA Monitoring Officer.

Recommendation(s)

Members are requested to:

1. To note that the AGMA Executive Board & GMCA have agreed the amendments to the AGMA Constitution.
2. To agree the revised AGMA Constitution.
3. To appoint the GMCA substitute member (Councillor Hynes) as the substitute member for the AGMA Executive Board.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

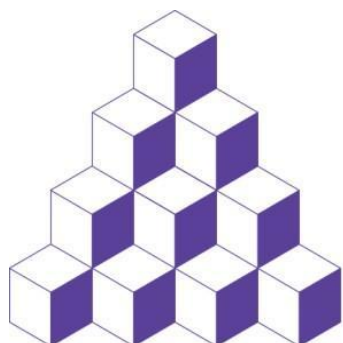
Background Papers: AGMA Constitution
The GMCA (Functions and Amendment) Order 2019

1. INTRODUCTION

- 1.1. The GMCA Monitoring Officer undertook a review of the AGMA Constitution and proposed a number of changes to the Constitution, which were approved by the GMCA and AGMA Executive Board on 28 June 2019.
- 1.2. A revised version of the AGMA Constitution accompanies this report. New wording appears in tracked changes in the revised version.
- 1.3. The main revisions are requested to reflect the change in GM Transport governance arrangements. Following the making of the Transport Order, districts, GMCA and the Mayor have agreed to establish a new GM Transport Committee as a joint committee of the 10 districts, the GMCA and the Mayor and to enter into a new Operating Agreement.
- 1.4. In addition the number of substitute members has been reduced to 1 member, and it is suggested that this be same substitute member as appointed to the GMCA, given that meeting of the GMCA and AGMA Executive Board take place on the same day.
- 1.5. Further, the range of functions carried out by AGMA has significantly reduced due to the increase in the functions of the GMCA since 2017 by way of new statutory Orders. Work in relation to a number of functions is now undertaken within the GMCA and where relevant commended to the Greater Manchester constituent councils by the GMCA.

2. RECOMMENDATIONS

- 2.1. Recommendations are set out at the beginning of this report.



AGMA
ASSOCIATION OF
GREATER MANCHESTER
AUTHORITIES

THE ASSOCIATION OF GREATER MANCHESTER AUTHORITIES

CONSTITUTION

AS AGREED AT A MEETING OF THE ASSOCIATION ~~IN~~
~~TRAFFORD ON 27 NOVEMBER 2015~~

Operating agreement and Constitution

(Joint Arrangements) Committee

This agreement is made on ~~November 27th 2015~~ between:

The Parties in this Agreement, and who have executed this Agreement.

WHEREAS:

- (1) Each of the Parties is a local authority within the meaning of the Local Government Acts 1972 and 2000 for the purposes of their administrative areas, or is a combined authority within the meaning of the Local Democracy, Economic Development and Construction Act 2009.
- (2) The Executive and full Council of each of the Parties (or in the case of a combined authority a meeting of that combined authority) has determined by resolution to establish (or to subsequently join) this joint committee for the purposes of exercising agreed functions over their 'combined administrative area'.
- (3) The joint committee was established as the (Joint Arrangements) Committee and is called the AGMA Executive Board, AGMA being the acronym for the Association of Greater Manchester Authorities.
- (4) The Greater Manchester Combined Authority ("the GMCA") was established on 1 April 2011 with a remit covering transport, economic development and regeneration functions, and it was subsequently agreed that the GMCA may join the AGMA Executive Board as a Full Member (it having previously been an Associate Member of AGMA).

THIS AGREEMENT witnesses as follows:

1. Key principles

- 1.1. The Parties are committed to joint working in relation to the functions covered by this Agreement.
- 1.2. The Parties have established a joint committee which provides streamlined decision making; excellent co-ordination of services across the combined administrative area; mutual co-operation; partnering arrangements, and added value in the provision of shared services.

- 1.3. The Parties are committed to open and transparent working and proper scrutiny and challenge of the work of the joint committee.
- 1.4. Any new Parties to this agreement after the agreement becomes effective will have all the same rights and responsibilities under this agreement.
- 1.5. The Parties are committed to ensure that any decisions, proposals, actions whether agreed or considered will be subject to an obligation upon the Leader of each of the Parties to report it to their own authorities.
- 1.6. The collective name of the parties who are signatories to this operating agreement shall be the Association of Greater Manchester Authorities.

2. Definitions

‘AGMA Executive Board’ (hereinafter called ‘the Board’) means the Joint Committee established under this Agreement.

‘functions’ means those functions of the Parties delegated from time to time to the joint committee to discharge and set out in Schedule 1.

‘the combined administrative area’ means the local government areas of the Parties combined.

‘the Parties’ means the signatories to this agreement for the time being.

‘voting members’ means the appointed elected member(s) of each of the Participating Parties in the decision.

‘Sub-committees’ will only comprise elected members with decision making powers.

‘Commissions’ may comprise of elected and non elected members whose decisions are subject to ratification by the Board.

‘elected member’ includes, in addition to elected councillors, an Elected Mayor ~~and, in the case of the GMCA, also an Interim Mayor.~~

‘Commission Work Programme’ means an annual Work Programme required to be agreed by the Board under section ~~8~~7.4 of this constitution. One will be required for each Commission set up under section ~~8-7~~7 of this constitution. It will set out the main areas of work, objectives and targets for each Commission for the forthcoming year plus any financial requirements in terms of contributions from the Parties, to be determined under clause ~~15~~15.2 of this constitution. Commissions may, at their discretion or if required by the Board, seek to formally amend or revise their Work Programme during each year.

'Lead Authority' means the authority appointed by the Parties under this agreement to lead on a specified matter or function.

'Participating Parties' means those parties which have delegated to the Board the functions set out in Schedule 1

'GMCA' means the Greater Manchester Combined Authority.

'Leader' includes an Elected Mayor ~~and, in the case of the GMCA, also an Interim Mayor.~~

'Chief Executive' means the Head of Paid Service of an authority.

3. Objectives

3.1. The objectives of the Board are to:

- (i) improve outcomes in the economic, social and environmental conditions across the combined administrative area.
- (ii) Streamline decision making where joint arrangements already exist.
- (iii) Develop and agree current and new areas of joint working.
- (iv) Develop joint working arrangements with the GMCA.

4. Powers and functions

4.1. The Board is established under section 9EB of the Local Government Act 2000 and Parts 2 and 4 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, and section 101(5) of the Local Government Act 1972 enabling the Parties to perform the functions in the manner set out in this agreement.

4.2. The Board has the power to take decisions on behalf of the Parties in relation to those functions set out in Schedule 1. The role of the Board is restricted to those matters described in Schedules 1 and 2. The Board may only exercise those functions delegated to it by the parties and the Board reserves the right to refuse the delegation. The delegation of functions to the Board may be amended or withdrawn by resolution of any of the Parties. Where any such resolution affects any financial liabilities and/or commitments of the Board twelve months notice must be given in writing not later than 31 March in any year to withdraw with effect from 1 April in the following year from any of the functions of the Board.

5. Terms of reference

5.1. The terms of reference of the Board will be as set out in Schedule 2.

6. Membership and voting rights

6.1. The Board comprises the Leader of each of the Parties to this agreement. Each of the Parties will appoint for each Municipal Year ~~two-one~~ additional members of their Executive (or in the case of the GMCA ~~two-one~~ additional members of that authority) one of whom may substitute for the Leader as necessary. The Parties will inform the Secretary to the Board in writing of these annual appointments. An individual may not at any given time sit on the Board as a representative of more than one Party. Where, as a consequence of overlapping authority memberships, one Party's additional member currently sits on the Board on behalf of a second Party, that additional member may only act as a substitute for the Leader of the first Party if during the time they do so they are also substituted for in respect of their role representing the second Party.

6.2. The term of office of each member of the Board shall be for as long as the member is the Leader of the appointing authority or a member of that authority's Executive (or in the case of the GMCA a member of that authority) in relation to substitute members.

6.3. Non-voting advisers may attend the Board from any or all of the Parties or from other organisations as the Board may agree. These advisers may participate in the debate but may not vote.

6.4. The following can be "Associate Members":-

~~The Greater Manchester Fire and Rescue Authority.~~
~~The Greater Manchester Police and Crime Commissioner~~
~~The Greater Manchester Waste Disposal Authority.~~
The ~~Transport for~~ Greater Manchester Transport Committee.
The Greater Manchester Local Enterprise Partnership

Together with any local authority or any joint committee of local authorities outside Greater Manchester subject to the agreement of the Board. These Associate Members may participate in the debate but may not vote.

~~7.... [DN: Functions of the Board in respect of the Business Leadership Council have transferred to the GMCA]~~

7. Sub-committees/Commissions/advisory groups

7.1. The Board may establish sub-committees, commissions and or advisory groups as it may determine.

7.2. When establishing a sub-committee, commissions and or advisory groups the Board will agree the:

- (i) terms of reference for the sub-committee, commission and or advisory groups.

- (ii) size and membership of the sub-committees, commissions, and or advisory groups including co-optees.
- (iii) the period where appropriate for which the sub-committee or commission will remain constituted.
- (iv) chair of the sub-committee or commission or will delegate the appointment to the sub-committee or commission.

7.3. Within the arrangements to be agreed at 87.2 above the Board will ensure that there is political and geographical proportionality across sub committees, commissions and advisory groups and that, as far as is possible, this will also apply within individual sub-committees, commission and advisory groups.

7.4. Any Commission created under clause 8-7 of this constitution shall be required to produce, on at least an annual basis, a Commission Work Programme for approval by the Board. This Work Programme will need to include any specific budget requirements. The Board will indicate, when confirming each Commission Work Programme, for which elements they are prepared to waive the process described in clauses 87.6 and 87.7 below. If agreement on issues where the Board are prepared to waive the process set out in 87.6 and 87.7 cannot be reached without a vote a 2/3 majority of the Participating Parties will be needed as set out in clause 1211.3 of this agreement.

7.5. The Board shall appoint a Lead Officer in relation to each Commission with delegated authority to take all necessary actions and decisions, in consultation with the relevant Commission, to implement the Work Programme of that Commission which has been approved by the Board.

7.6. Following each meeting of any Commission established under clause 87.1 above it will be a requirement of the Chair of the Commission, within two working days of the Commission meeting to provide the AGMA Secretary with a record of proceedings ~~within two working days of each meeting~~. The AGMA Secretary will then e-mail a record of proceedings of the meeting to all members of the Board within two working days of receipt.

7.7. Following the issuing of any record of proceedings from a Commission meeting, any Party may, within 5 working days, refer any item considered at that meeting to the Board for reconsideration, except where it has previously been agreed that this process can be waived as set out in clause 87.4 above. The Party must set out the reasons for referral in a Notice signed by the Chief Executive of the Board member or named substitute appointed under clause 6.1. The notice must be served in accordance with clause 24-23 of this constitution.

7.8. Any proposed decision on any such issue referred to the Board under clause 87.7 above must be considered at the next meeting of the Board and shall not take effect until after the Board has considered the matter.

7.9. In relation to any Commission set up under clause 87.1 above, notice of meetings and access to agendas and reports will be in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Part VA and Schedule 12A of the Local Government Act 1972 as appropriate.

8. Delegation to sub-committees and officers

8.1. The Board will establish a scheme of delegation and will review the scheme annually.

9. Meetings and procedure

9.1. A Chair and up to 3 Vice Chairs (“the four offices”) will be appointed by the Board from amongst its membership.

9.2. The Chair of the Board will be appointed from the largest political group represented on the Board. Where two or more political groups have an equal number of seats on the Board, the group which holds the larger number of seats on district councils within the combined administrative area will be regarded as being the largest political group.

9.3. Subject to (b) below 3 Vice Chairs of the Board will be appointed by the Board from its number under the following principles:

- (a) If more than one political group is represented on the Board then all the four offices will not be occupied by members from the same group
- (b) If less than three political groups are represented on the Board, then the Board may choose not to make an appointment to one of the three Vice Chair positions
- (c) If at least three political groups are represented on the Board, the three largest political groups will be entitled to at least one of the four offices
- (d) For the purposes of (c) above, where two or more political groups have an equal number of seats on the Board, the group which holds the larger number of seats on district councils within the combined administrative area will be regarded as being the largest political group

9.4. If the Chair is present at a meeting of the Board he/she will preside. If the Chair is not present, if there is a Vice Chair from the same political group as the Chair he/she will preside; if neither the Chair nor that Vice Chair is present one of the other Vice Chairs will preside. In the

absence of the Chair and all the Vice Chairs, the meeting will elect a Chair for that meeting from those present.

9.5. The Chair and Vice Chairs (sitting as a sub-committee) may have decision making powers delegated to them. Such powers will require to be delegated by the full Board.

9.6. The quorum of the Board will be two thirds of participating Parties for any particular function listed in Schedule 1 that is under discussion

9.7. The Board will conduct its business in accordance with this operating agreement and Schedule 3 to this agreement.

10. Agenda setting and access to meetings and information

10.1. The agenda for the Board shall be agreed by the Chair of the Board.

10.2. Notice of meetings and access to agendas and reports will be in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Part VA and Schedule 12A of the Local Government Act 1972 as appropriate and the Board Rules of Procedure as set out in schedule 3.

11. Decision making

11.1. The principle of decision making by the Board shall be that, wherever possible decisions of the Board will be made by agreement, without the need for a vote. Where this is not possible a vote may be taken where the Chair considers it to be necessary or where any Voting Member requests that a vote be taken. The vote will be by way of a show of hands and the vote of each member recorded in the Minutes.

11.2. In the event of a vote, only the appointed member(s) of each of the Parties present at the meeting shall be entitled to vote (including the Chair). In the event of a tied vote the Chair has no second or casting vote. Any motion or proposal which results in a tied vote will be deemed not to have been agreed.

11.3. The following areas have been identified as matters of strategic importance, where – as a matter of last resort if agreement cannot be reached without a vote – a 2/3 majority of the Participating Parties will be needed:-

1. adoption of sub regional strategic policies and plans.

2. responses to Government consultations.
 3. decisions with financial consequences/costs to the member authorities (e.g. AGMA Units contributions, budgets - if any – delegated to individual Commissions, etc).
 4. decisions/recommendations on levies/precepts of joint authorities.
 5. endorsement of strategic plans produced by the new Commissions.
 6. Associate Membership under Clause 6.4.
 7. Proposed amendments to this Agreement
- 11.4. For the following areas a simple majority need only apply
1. appointments to external bodies.
 2. appointments to the new Commissions when established.
 3. election to any of the four offices set out in section 10.1 above.
- 11.5. For issues not covered in Clauses ~~1211~~.3 or ~~1211~~.4 where agreement cannot be reached without a vote the presumption will be that a two thirds majority of the Parties will be needed.
- 11.6. Where the effect of a particular proposition, if adopted by the Board, would give rise to contractual or financial implications for any of the Parties, then a vote must be taken and the vote(s) of the appointed member(s) of the effected Party (ies) on of the proposition shall be recorded.

12. Forward Plan

- 12.1. The Board will produce a register of forthcoming key decisions (“forward plan”) in accordance with the requirements of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

13. Scrutiny

- 13.1. Scrutiny arrangements will be in accordance with the statutory provisions referred to in Schedule 4. Operating Agreement between the Parties and the GMCA dated 1st April 2011 which is set out in Schedule 4.

14. Lead authorities and allocation of roles

14.1. In order to achieve the objectives of the Board, the Parties may appoint one or more Lead Authority/ies for any of the functions under this Agreement. All governance arrangements will be in accordance with the CIPFA/SOLACE guidance for the time being and using the Lead Authorities standing orders and financial regulations.

14.2. Staff from the Lead Authority or any other Authority are commissioned to provide services, advice and support to the Board and will continue to be employees of the relevant Lead Authority or said other Authority.

14.3. Responsibility for the following support functions to the Board will be allocated to one or more of the Parties as Lead Authority as agreed by the Board from time to time:

- (i) the provision of legal advice and services.
- (ii) the provision of financial advice and services.
- (iii) secretariat support and services.
- (iv) communications support and services.

14.4. In order to provide accountability for these support functions, the Board shall appoint: -

- (a) The GMCA Head of Paid Service as A Secretary
- (b) The GMCA Treasurer as A Treasurer
- (c) Such other officer(s) as may be deemed appropriate.

These appointments may be terminated and/or new appointments made at any Meeting of the Board.

14.5. The cost of the services and advice set out in this section and additional services agreed will be apportioned and paid for in accordance with paragraph ~~46~~15.

15. Budgetary arrangements/ delegated funds

15.1. The Board shall prepare a budget to cover all its expenses which will be submitted to and agreed by the Board before submission of the levy to each of the Parties by the last day of February in each year.

15.2. Each party to this levy agreement shall agree to pay a contribution to fund the budget as unanimously agreed by the Parties or, in default of agreement, proportionate to its resident population at the relevant date as estimated by the Registrar General.

15.3. For the purposes of Clause ~~46~~15.2 the relevant date is 30th June in the financial year which commenced two years previously.

16. Amendments to this operating agreement

16.1. This Agreement may be amended following a resolution of two thirds of the Board and also approved by two thirds of the Parties.

16.2. The operation of the agreement will also be subject to annual review.

17. New membership and cessation of membership

17.1. New Parties may join the Board provided that the Executive and full council of the joining Party (ies) and of all the Parties to the agreement for the time being so resolve.

17.2. Any of the Parties may cease to be a party to this Agreement following notice of cessation subsequent to a decision by the relevant Party/ies. A minimum of twelve months notice is required for any Party to leave the Board and in any event, any notice of cessation can only be effective at the end of a financial year.

17.3. Termination of this agreement must be by agreement of all but one of the Parties who are signatories to the agreement when any such termination is proposed.

18. Dispute resolution

18.1. Any dispute between the Parties arising out of this Agreement which cannot be settled by the Chief Executives of the Parties shall be referred to a single arbitrator to be agreed between the Parties, or, where no agreement can be reached, and having regard to the nature of the dispute, by an arbitrator nominated by the Chair of the Local Government Association and will be carried out in accordance with the provisions of the Arbitration Act 1996 as amended or modified and in force for the time being.

19. Mutual indemnification

19.1. Each of the Parties is responsible for its own personnel and property and any consequential losses arising out of this agreement, and for the personnel and property and consequential losses of each of the other Parties of any decision taken by a party to this agreement under clauses 4.2 and ~~17~~14.2.

19.2. Each of the Parties shall ensure that they have a sufficient policy of insurance for any work that they undertake on behalf of the Board and for a period of six years after termination of this Agreement.

20. Intellectual Property

20.1. The Board will not acquire any right, title or interest in or to the intellectual property rights of the Parties unless agreement to do so is given by the party or parties with the right.

20.2. Any issues, challenges or claims in relation to any intellectual property rights shall be advised to each of the Parties immediately, and any intellectual property right claim shall be managed by the Parties as agreed.

21. Data Protection, Freedom of Information, information sharing & confidentiality

21.1. Subject to the specific requirements of this clause, each of the Parties shall comply with its legal requirements under data protection legislation, freedom of information and associated legislation, and the law relating to confidentiality.

21.2. An authority will be appointed as Lead Authority for the purposes of ensuring compliance with any legal requirements relating to these issues should they arise directly in relation to the Board (as compared to information held by the Parties to this Agreement).

21.3. The Board will abide by any Information Sharing Protocol in relation to information shared between the Parties, any third parties and the Board.

22. Severability

22.1. If any term, condition or provision contained in this agreement shall be held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision shall not affect the validity, legality or enforceability of the remaining parts of this agreement.

23. Notice

23.1. Any notice, demand or other communication required to be served under this Agreement shall be sufficiently served if delivered personally to or sent by pre-paid first class recorded delivery post or email ~~or facsimile transmission~~ to the address of the

Association of Greater Manchester Authorities
c/o Governance & Scrutiny Team
GMCA
Churchgate House
56 Oxford Street
Manchester
M1 6EU
GMIST
PO Box 532

Manchester City Council
Town Hall
Manchester
M60 2LA
Fax: 0161 236 6459
E-mail: info@agma.gov.uk

If so sent any such notice, demand or other communication shall, subject to proof to the contrary, be deemed to have been received by the addressee the time of personal delivery or on the second working day after the date of posting or unsuccessful transmission as the case may be.

24. Counterparts

24.1. This agreement may be executed in any number of counterparts, all of which when taken together shall constitute one and the same instrument.

25. Exercise of statutory authority

25.1. Without prejudice to this agreement, nothing in this agreement shall be construed as a fetter or restriction on the exercise by any of the parties of their statutory functions.

26. Appointment to External Bodies

26.1. Not less than two months before the Annual Meeting of the Board it shall be the responsibility of the Secretary to advise Parties of those positions on other bodies to which the Board need to make nominations for the forthcoming year.

26.2. It shall be the responsibility of Chief Executives of each of the Parties to advise the Secretary, in writing and not less than 15 days before the Annual Meeting of the Board, of any nominations which that Party wishes to make to those positions that have been identified by the Secretary under Clause ~~27~~26.1 of this agreement.

26.3. Nothing in Clause ~~27~~26.2 should be taken as assuming that any positions held by any person at the time that the Secretary issues information under Clause ~~27~~26.1 of this constitution are automatically re-nominated for consideration at the Annual General Meeting. For any such position it will be the responsibility of Chief Executives of any Party to confirm to the Secretary, in writing and not less than 15 days before the Annual Meeting of the Board, where any existing representatives are to be re-nominated.

26.4. It shall be the responsibility of the Secretary to advise Parties of all nominations received for representation on outside bodies. This

advice must be issued in writing to Parties not less than 14 days before the Annual Meeting of the Board.

SCHEDULE ONE

A. General functions

1. To promote and improve the economic, social and environmental well-being of Greater Manchester, and to assist the GMCA in the production of an integrated strategy for Greater Manchester to set out the key economic, social and environmental objectives for the combined administrative area.
2. Where the Parties have decided it is appropriate to operate at the level of the combined administrative area,
 - (a) development and adoption of sub regional strategic policies and plans
 - (b) responses to regional, national and international consultations
3. To hold to account bodies which impact upon the social, economic and environmental well being of Greater Manchester; ~~including any Joint Authorities operating within the combined administrative area.~~
4. Undertake and publish research to support any function exercised by this agreement.

B. Financial Functions

5. Agree any financial matters related to the exercise of any of the functions set out in this schedule.
- ~~6. Monitoring of the budgets and expenditure of all authorities or bodies having power to issue a precept or levy on the Parties and effecting appropriate consultation with them and taking appropriate action.~~
- ~~7.6. Receive on an annual basis a report on the management and performance of the Greater Manchester Superannuation Scheme and the Pension Fund.~~

C Planning & Housing

- ~~8.7. Developing and coordinating the operation of a Greater Manchester Spatial Strategy as a framework for underpinning and linking partners Local Development Frameworks and Core Spatial Strategies.~~
- ~~9.8. To coordinate and manage joint Local Development Framework activity across the combined administrative area on behalf of the 10 local planning authorities, in circumstances where this is agreed as appropriate.~~
- ~~10. To develop and coordinate the operation of a Greater Manchester Housing strategy.~~
- ~~10. To determine the future allocation of any pooled public sector housing resources across the combined administrative area and provide a sub-regional context for managing the scale, distribution and mix of new housing development.~~

D Environment

- ~~12 — Preparation and co-ordination of delivery of strategic plans and projects, design of infrastructure for the combined administrative area for the purpose of protecting and improving environmental quality, and liaison and advice with the Board and other work areas to ensure alignment of Plans and projects with environmental objectives.~~
- ~~13 — Establish, and where appropriate, provide a governance pathway for agencies, groups and organisations whose remit is to drive forward environmental priorities.~~
- ~~14 — Establishment and Management of effective strategy, plans and infrastructure to co-ordinate and deliver an effective response to Climate Change, including the establishment of a Climate Change Agency for the combined administrative area.~~
- ~~15 — Together with the Greater Manchester Waste Disposal Authority (WDA), and Wigan Metropolitan Borough Council in its role as a WDA, to develop a comprehensive city regional sustainable waste management approach that encompasses commercial, industrial and construction and demolition waste streams, delivers synergies and economies of scale, and promotes sustainable production and consumption.~~

~~E — Health~~

- ~~16 — To develop a shared health vision for Greater Manchester.~~
- ~~17 — To provide leadership and challenge for the development and delivery of high level health indicators within the context of a shared vision.~~
- ~~18 — To coordinate the necessary response within Greater Manchester to the Audit Commission Review of health Inequalities within Greater Manchester and any such subsequent reviews.~~
- ~~19 — To oversee, when appropriate, any interface between health and social care functions where this is appropriate at a Greater Manchester level.~~

~~F — Public Protection~~

- ~~20 — To, oversee where appropriate, measures to protect the community from terrorism, disasters and organised crime.~~
- ~~21 — To collaborate in measures to ensure reduction in crime and disorder and to improve community safety.~~
- ~~22 — To co-ordinate measures to improve service delivery in the field of public protection to ensure services that best meet the needs of the community and raise public confidence.~~

~~G — Improvement and Efficiency~~

- ~~23 — To establish a Manchester City Region Improvement and Efficiency Strategy.~~
- ~~24 — To provide effective overarching governance arrangements to deliver the Strategy, Identify innovative ways of working to deliver the Strategy, maximise skills,~~

~~knowledge and expertise within the City Region to deliver the strategy and seek and secure available funding.~~

H . Other Miscellaneous Functions

~~11.9.~~ To act as: -

- i.) the joint committee for trading standards and related functions for the purposes of paragraph 15 of Schedule 8 to the Local Government Act 1985;
- ~~ii.) a joint committee in respect of the grants and schemes pursuant to Section 48 of that Act (subject to the provisions of that section and taking account of the fact that the GMCA is not a constituent council for the purposes of a Section 48 scheme);~~
- ~~iii.) a joint committee in respect of schemes and relevant activities under Section 88 of that Act;~~
- ~~iv.)~~ ii.) a joint committee in respect of the Greater Manchester County Record Office;
- ~~v.)~~ iii.) a joint committee for such other purpose or purposes as all the Parties concerned may at any time agree.

SCHEDULE TWO

TERMS OF REFERENCE

The terms of reference for the Board are to:-

- (a) conduct its business and direct its affairs in accordance with any policies and guidelines which may from time to time be jointly agreed by the parties to this agreement and as set out in this agreement;
- (b) receive and, if approved, adopt recommendations from ~~the Business Leadership Council, or~~ any Sub Committee or Commission set up by virtue of this agreement with or without amendment, addition or deletion;
- (c) work together in order to achieve the promotion or improvement of the economic, physical and social well being of the Manchester City Region, its people and businesses, through measures and joint actions which member authorities may determine from time to time;
- (d) work with other appropriate agencies and bodies beyond Greater Manchester in order to achieve the above objective;
- (e) operate within the regional context of N W England and whatever regional structures and arrangements are in place;
- (f) provide a forum for the discussion of matters of common concern and interest;
- (g) provide a means of co-ordination and decision-making in respect of joint action and working including the monitoring of joint professional teams and units;
- (h) exercise statutory functions which the parties to this agreement are required or empowered to refer or delegate to joint committees;
- (i) to consult and liaise with other bodies or organisations of a public or quasi-public nature exercising functions or carrying out activities which are of importance to Greater Manchester;
- (j) to provide a forum for consulting with other bodies on issues of common interest;
- (k) ~~to keep under review expenditure incurred and services provided by Joint Authorities and~~ to keep under review and control expenditure incurred and services provided by the parties to this agreement ~~s~~ and other bodies, teams or units under arrangements or statutory provisions whereby costs are recoverable from or chargeable to some or all of the parties to this agreement, whether by levy or otherwise;
- (l) to watch over, protect and promote the interest, rights, powers, functions and duties of the parties to this agreement and local government generally in Greater Manchester; and
~~to provide a means for the formulation and expression of joint views of the parties to this agreement to the Local Government Association, central government and other~~

~~bodies and organisations in respect of legislation, proposed legislation and other matters of concern, interest or relevance to Greater Manchester;~~

~~to provide a means of contact and liaison with institutions of the European Communities and to advance the interests of Greater Manchester in Europe and elsewhere in the world; and~~

(m) approve an annual statement of accounts of the Board made up to the 31st March in each year for submission to its Annual General Meeting.

SCHEDULE 3

Rules of Procedure

1. Annual General Meeting.

There will be an Annual General Meeting of the Board in the June of each year.

The AGM will annually elect –

The Chair
Vice Chairs

See Paragraphs ~~10~~7 of the Operating Agreement.

2. Duration of Appointments.

See Paragraph 6 of the Operating Agreement.

3. Servicing.

See paragraph ~~15~~14.3 of the Operating agreement.

4. Meeting Agendas.

- (i.) The Chair of the Board will decide upon the agenda for the meetings of the Board. He/she may put on the agenda of any meeting any matter which he/she wishes
- (ii.) Any member of the Board may require the Secretary to make sure that an item is placed on the agenda of the next available meeting of the Board for consideration.
- (iii.) The Secretary will make sure that an item is placed on the agenda of the next available meeting of the Board where any Commission or the Business Leadership Council have resolved that an item be considered by the Board.
- (iv.) Any Party to this agreement may ask the Chair of the Board to put an item on the agenda of a meeting of the Board for consideration. If the item is in line with the Terms of Reference (Schedule 2) then this request must be agreed by the Chair and the item considered at the next available meeting of the Board. The notice of the meeting will give the name of the Party which asked for the item to be considered.
- (v.) The Secretary or Honorary Treasurer may include an item for consideration on the agenda of a meeting of the Board.

- (vi.) Any item proposed to be included on the agenda for any Board meeting in accordance with 4(i)-(v) above which is not submitted before 5 clear days of the meeting shall not be included on the agenda for that meeting unless it is agreed by the Chair. In this case the amended agenda for the meeting will state the reason for the late acceptance of any such item.

See also Paragraphs 7, 8, and 9 ~~and 10~~ of the Operating Agreement.

5. Substitutes.

See Paragraph 6 of the Operating Agreement.

6. Sub-Committees.

See Paragraphs ~~8 & 9~~ 7 & 8 of the Operating Agreement.

7. Voting.

See Paragraph ~~12-11~~ of the Operating Agreement.

8. Quorum.

See Paragraph ~~10-9~~ of the operating Agreement.

9. Rules of Debate.

- (i) A motion or amendment shall not be discussed unless it has been proposed and seconded.
- (ii) A Member shall address the Chair and direct any speech to the question under discussion. If two or more Members indicate they wish to speak the Chair shall call on one to speak first.
- (iii) An amendment shall be
 - (a) to leave out words
 - (b) to leave out words and insert or add others
 - (c) to insert or add wordsbut any such amendment must not have the effect of introducing a new proposal into or of negating the original motion.
- (iv) A Member shall not speak for longer than 5 minutes on any matter without the consent of the Board.
- (v) No Member shall address the Board more than once on any issue unless this be by invitation of the Chair, but the mover of an original motion may reply, in which reply no new matter shall be introduced, but the reply shall be confined strictly to answering the previous observations.

- (vi) A Member may claim to speak on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a specified statutory provision or this constitution or any of its Schedules and the way in which the Member raising it considers that it has been broken. A personal explanation shall be confined to some material part of a former speech by him in the current debate which may appear to have been misunderstood. The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion
- (vii) If an amendment is rejected other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any other amendment may be moved.
- (viii) A further amendment shall not be moved until the Board has disposed of every amendment previously moved, provided that the Chair shall have discretion to allow debate to take place on two or more amendments.
- (ix) A Member at the conclusion of a speech of another representative may move without comment
 - (a) that the question be now put
 - (b) that the debate be now adjourned
 - (c) that the Board proceed to the next business
 - (d) that the Board do now adjourn
 If such a motion is seconded, the Chair, shall, subject to the mover's right to reply, put the motion to the vote, and if it is carried -
in case (a) - the motion then before the meeting shall, subject to the right of reply, be put to the vote; or
in case (b) - the debate on the motion then before the Board shall stand adjourned until the next ordinary meeting of the Board; or
in case (c) - the motion then before the Board shall be regarded as lost and the Board shall proceed to the next item on the Agenda, if any; or
in case (d) - the meeting shall stand adjourned.
- (ix) If the Chair is of the opinion that the matter before the Board has been sufficiently discussed he may put the motion that the question now be put
- (x) The Chair shall decide all questions of order and any ruling by the Chair upon such questions and the interpretations of these Standing Orders, and upon matters arising in debate shall be final and shall not be open to discussion.

10. Admission of Public.

All meetings of the Board shall be open to the Public (including the Press) except to the extent that they are excluded whether during the whole or part of the proceedings either:-

- (i) In accordance with Section 100A(2) of the Local Government Act 1972 or Regulation 4(2)(a) of the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; or
- (ii) By resolution passed to exclude the public on the grounds that it is likely, in view of the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as defined in Section 100I of the Local Government Act 1972 (and Regulation 2 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012). Any such Resolution shall identify the proceedings or the part of the proceedings to which it applies and state the description, in terms of Schedule 12A to the Local Government Act 1972 of the exempt information giving rise to the exclusion of the public.

11. Public Rights of Appeal

- i) This Rule applies where a member of the public has requested the Secretary that a report to be considered at a meeting of the Board or any public meeting of a Committee or Commission operating under this constitution which contains exempt information should be discussed in the public part of the agenda or that s/he should have access to inspect the report or any background document
- ii) If the Secretary (after consulting the Chief Officer responsible for the report) agrees to the request, the report (and any requested background document) will be made available to the member of the public and on the GMCA/AGMA website.
- iii) If the Secretary (after consulting the Chief Officer responsible for the report) refuses the request, s/he must give the member of the public reasons for the decision, together with details of the appeals procedure.
- iv) The process for appealing against the Secretary's decision is as follows:
 - (a) the appellant must write to the Secretary at least 24 hours before the meeting in question and any request after this time will be invalid.
 - (b) The appeal will be dealt with in private as the first item on the agenda
 - (c) The Secretary or the relevant Chief Officer will give the reasons for their decisions (without the appellant being present) and will answer questions from members
 - (d) The appellant will then be called into the meeting and the Chair will summarise the reasons given for the refusal

- (e) The appellant will be given an opportunity to address the meeting give and to justify their request and members will be able to ask questions of the appellant (but having regard to the confidentiality of the item)
- (f) The appellant will then withdraw and the meeting will consider and determine the appeal

12. Disorderly Conduct.

- (i) If the Chair is of the opinion that a Member has misconducted, or is misconducting him or herself by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the Board the Chair may notify the meeting of that opinion and may take any of the following actions either separately or in sequence:
 - (a) the Chair may direct the Member to refrain from speaking during all or part of the remainder of the meeting
 - (b) the Chair may direct the Member to withdraw from all or part of the remainder of the meeting
 - (c) the Chair may order the Member to be removed from the Meeting
 - (d) the Chair may adjourn the meeting for such period as shall seem expedient to him
- (ii) In the event of general disturbance which in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair, in addition to any other power invested in the Chair, may without question, adjourn the meeting of the Board for such periods as in the Chair's discretion shall be considered expedient.

13. Urgent Business.

Any member of the Board may, with the agreement of the Chair, raise an item of urgent business during the course of any meeting of the Board.

See also section 4 (vi) of this Schedule

14. Declaration of Interests.

- (i.) Any elected member of the Board or any Commission or Sub Committee established under this operating agreement must disclose any personal interests in any business conducted by any meeting held under this operating agreement in accordance with the Member's Code of Conduct.

- (ii.) Any other person who is a member of any Commission or Sub Committee established under this operating agreement must disclose any personal interests in any business conducted by any meeting held under this operating agreement. Such a declaration must occur at the start of the relevant item of business or as soon the interest becomes apparent. Upon declaration of any such personal interest it shall be for the other members of the meeting to determine what action should be taken as a result of the disclosure of any personal interest.

15. Access to Documents.

(i) Notices Of Meeting

At least five clear days notice of any meeting of the Board will be given by posting details of the meeting at the address specified in Paragraph 2423.1 of this operating agreement

(ii) Access To Agenda And Reports Before The Meeting

Copies of the agenda and reports of the Board, if available, will be available for inspection at the address specified in Paragraph 2423.1 of this operating agreement at least five clear days before the meeting. If an item is added to the agenda later, the revised agenda and any such item will be open to inspection at the time the item is added to the agenda.

(iii) Supply of Copies

Copies of:

- any agenda and reports which are open to public inspection;
- any further statements or particulars necessary to indicate the nature of the items in the agenda;

shall be available from the address specified in Paragraph 24.1 of this operating agreement to any person on payment of a charge for postage and any other costs.

(iv) Access To Minutes Etc After The Meeting

Copies of the following will be made available for six years after a meeting:

- the minutes of the meeting, records of decisions taken, together with reasons, for all meetings of the Board, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- the agenda for the meeting; and
- reports relating to items when the meeting was open to the public.

(v). Background Papers

The author of the report will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion:

- disclose any facts or matters on which the report or an important part of the report is based; and
- which have been relied on to a material extent in preparing the report

(vi) Public inspection of background papers

Background papers listed in any report shall be made available by the authority which employs the author of any such report. One copy of each will be made available for public inspection for four years after the date of the meeting.

~~15a — Public Rights of Appeal~~

~~This Rule applies where a member of the public has requested the Secretary that a report to be considered at a meeting of the Board or any public meeting of a Committee or Commission operating under this constitution which contains exempt information should be discussed in the public part of the agenda or that s/he should have access to inspect the report or any background document~~

~~If the Secretary (after consulting the Chief Officer responsible for the report) agrees to the request, the report (and any requested background document) will be made available to the member of the public and on the GMCA website.~~

~~If the Secretary (after consulting the Chief Officer responsible for the report) refuses the request, s/he must give the member of the public reasons for the decision, together with details of the appeals procedure.~~

~~The process for appealing against the Secretary's decision is as follows:~~

- ~~(a) — the appellant must write to the Secretary at least 24 hours before the meeting in question and any request after this time will be invalid.~~
- ~~(b) — The appeal will be dealt with in private as the first item on the agenda~~
- ~~(c) — The Secretary or the relevant Chief Officer will give the reasons for their decisions (without the appellant being present) and will answer questions from members~~
- ~~(d) — The appellant will then be called into the meeting and the Chair will summarise the reasons given for the refusal~~
- ~~(e) — The appellant will be given an opportunity to address the meeting give and to justify their request and members will be able to ask questions of the appellant (but having regard to the confidentiality of the item)~~

~~(f) — The appellant will then withdraw and the meeting will consider and determine the appeal~~

16. Suspension of Rules of Procedure

Any of the preceding Rules of Procedure Orders may be suspended at any meeting so far as regards any business on the Agenda for such a meeting, providing that the majority of the members present and voting so decide.

SCHEDULE 4

Scrutiny Arrangements

~~[The former content of Schedule 4 was replaced by the new scrutiny arrangements contained in Schedule 3 of the Operating Agreement between the Parties brought into effect on 1st April 2011 and amended June 2012 as set out below (note that the references therein to “this Constitution” are to the GMCA Constitution).]~~

The former content of Schedule has been superseded by the statutory scrutiny arrangements established under Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

~~Extract from GMCA Operating Agreement Schedule 3~~

~~Scrutiny Arrangements for GMCA, TfGMC and TfGM~~

~~1. Introduction~~

~~1.1 Schedule 3 to the Operating Agreement dated 1st April 2011 and made between (1) the GMCA and (2) the Constituent Councils contains a protocol that provides a framework for carrying out joint scrutiny work of –~~

~~(a) The AGMA Executive Board;~~

~~– (b) The GMCA;~~

~~(c) TfGMC; and~~

~~(d) TfGM~~

~~1.2 The key provisions of this Scrutiny Protocol in relation to the GMCA, TfGMC and TfGM are set out for information below.~~

~~1.3 The Scrutiny Protocol will be reviewed annually to ensure that it remains relevant.~~

~~1.4 References in these Arrangements to major and strategic decisions of the TfGMC taken in accordance with the delegations set out in Part 3 Section B II of this Constitution include major and strategic decisions taken by sub-committees of TfGMC in accordance with such delegations.~~

~~2. Objectives of scrutiny of the GMCA, TfGMC and TfGM~~

~~2.1 These arrangements have been established to act as a focus for the scrutiny and challenge of the GMCA, the TfGMC and the TfGM, and for investigating matters of strategic importance to residents within the combined administrative area covered by the Constituent Councils.~~

~~2.2 The role of these arrangements will include:-~~

~~(a) monitoring:-~~

~~(i) the decisions of the GMCA; and~~

~~(ii) — major and strategic decisions of the TfGMC which are taken by the TfGMC in accordance with the delegations set out in Part 3 Section B II of this Constitution;~~

~~and to make recommendations for improvement and/or change;~~

~~(b) — investigating matters of strategic importance to residents of the Constituent Councils and reporting with recommendations to the GMCA or the TfGMC as appropriate;~~

~~(c) — reviewing the performance of the GMCA against objectives within the Greater Manchester Strategy;~~

~~(d) — facilitating the exchange of information about the work of the GMCA and the TfGMC and to share information and outcomes from reviews;~~

~~(e) — The role of these arrangements in relation to the TfGM will include:~~

~~(i) — monitoring the TfGM's delivery of transport services against the Local Transport Plan and to make recommendations for improvement and/or changes;~~

~~(ii) — obtaining explanations from the TfGM regarding its delivery of transport services.~~

~~(f) — The terms of reference for these scrutiny arrangements and the work programme in relation to scrutiny of the GMCA and the TfGMC will be subject to an annual review.~~

~~3. — Operation of Scrutiny Arrangements for GMCA, TfGMC and TfGM~~

~~3.1 — A pool of elected members (the "Scrutiny Pool") will be established which will comprise of 3 councillors from each of the Constituent Councils. Appointees to the Scrutiny Pool must not be members of the Executive Board, the GMCA (including substitute members) or the TfGMC. Both sexes must be represented within the 3 elected members from each of the Constituent Councils.~~

~~3.2 — Appointments to the Scrutiny Pool by the Constituent Councils will be made in accordance with the principles of political balance set out in Section 15(5) of the LGHA 1989.~~

~~3.3 — Any elected member appointed to the Scrutiny Pool under these scrutiny arrangements who is also appointed to any Committee or Sub-Committee of the GMCA cannot participate in the operation of the scrutiny arrangements on any issues which were taken at any meeting of the GMCA or any Committee or Sub-Committee of the GMCA at which they were present.~~

~~3.4 — The term of office for members of the Scrutiny Pool will be one year from the date of the annual council meeting of the Constituent Council that appoints them to the Scrutiny Pool unless:-~~

~~(a) — they cease to be an elected member of the Constituent Council that appointed them;~~

~~(b) — they wish to no longer participate in these arrangements; or~~

~~(c) — the Secretary to AGMA is advised by any of the Constituent Councils that it wishes to change one or more of its appointees to the Scrutiny Pool in accordance with paragraphs 3.1-3.3 of this Clause 3.~~

~~3.5 — Non-voting members may be co-opted to participate in these arrangements from all or any of the associated authorities or from other organisations as the Scrutiny Pool members may decide.~~

~~4. — Meetings of Scrutiny Pool Members~~

~~4.1 — The members appointed to the Scrutiny Pool under Clause 3 above will hold at least one joint annual meeting and may convene additional joint meetings in accordance with these arrangements.~~

~~4.2 — At the annual joint meeting the Scrutiny Pool members will:~~

~~(a) — elect a Chair and Vice Chair. The Chair and Vice Chair must come from different political groups.~~

~~(b) — determine the areas of review and scrutiny that they wish to pursue during the ensuing 12 months.~~

~~(c) — agree to establish Scrutiny Panels from amongst their number in order to carry out agreed areas of review and scrutiny.~~

~~4.3 — The quorum for this annual meeting and any other joint meetings held under this Clause 4 will be 10, and must include representatives of at least 7 of the Constituent Councils.~~

~~4.4 — The principle of decision making at any such joint meeting shall be that, wherever possible decisions will be made by agreement, without the need for a vote. If a vote is necessary it will be a simple majority of those present and the Chair will not have a casting vote.~~

~~4.5 — The venue for each annual meeting and any other joint meetings held under this Clause 4 will be decided by the Chair and notified to Constituent Councils for inclusion on their Council web sites.~~

~~4.6 — Notice of the annual meeting and any other joint meetings held under this Clause 4 will be sent to each Scrutiny Panel member in accordance with the requirements of the Local Government Act 1972.~~

~~4.7 — The Chair will approve the agenda for each annual meeting and any other joint meetings held under this Clause 4; however, any member of the Scrutiny Panel will be entitled to require an item to be placed on the agenda for the meeting.~~

~~4.8 — Subject to paragraphs 4.1-4.7 of this Clause 4, meetings will proceed in accordance with the Rules of Procedure set out at Schedule 3 to the AGMA Operating Agreement.~~

~~5. — Call in of decisions~~

~~5.1 — Call in of decisions of GMCA and TfGMC~~

~~(a) — Members of the Scrutiny Pool appointed under this Protocol will have the power to call in:-~~

~~(i) — any decision of the GMCA;~~

~~(ii) — any major or strategic decision of the TfGMC which is taken by the TfGMC in accordance with the delegations set out in Part 3 Section B II of this Constitution.~~

~~5.2 — Publication of Notice of Decisions~~

~~(a) — When:-~~

~~(i) — a decision is made by the GMCA; or~~

~~(ii) — a major or strategic decision is made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution;~~

~~the decision shall be published, including where possible by electronic means, and shall be available from the normally within 2 days of being made.— It shall be the responsibility of the Secretary to send electronic copies of the records of all such decisions to all members of the Scrutiny Pool within the same timescale.~~

~~(b) — The notices referred to at subparagraph 5.2(a) above will bear the date on which they are published and will specify that the decision will come into force, and may then be implemented, as from 4.00 pm on the fifth day after the day on which the decision was published, unless 5 members of the Scrutiny Pool object to it and call it in.~~

~~5.3 — Call-in of decisions of the GMCA, and the TfGMC~~

~~(a) — During the “Call-in” period specified at subparagraph 5.2(b) above the Secretary shall:-~~

~~(i) — call in a decision of the GMCA for scrutiny by a joint meeting of Scrutiny Pool members if so requested by any five members from the Scrutiny Pool, and shall then notify members of the GMCA of the call-in. The Secretary shall call a joint meeting of Scrutiny Pool members on such date as he/she may determine, where possible after consultation with the Chair of the Scrutiny Pool, and in any case within 2 weeks of the decision to call in;~~

~~(ii) — call in a major or strategic decision made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution for scrutiny by a joint meeting of Scrutiny Pool members if so requested by any five members from the Scrutiny Pool, and shall then notify members of the TfGMC of the call-in. The Secretary shall call a joint meeting of Scrutiny Pool members on such date as he/she may determine, where possible after consultation with the Chair of the Scrutiny Pool, and in any case within 2 weeks of the decision to call in.~~

~~(b) — If, having considered:-~~

~~(i) — a decision made by the GMCA; or~~

~~(ii) — a major or strategic decision made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution~~

~~the joint meeting of Scrutiny Pool members is still concerned about it, then it may refer it back to the GMCA or the TfGMC (as appropriate) for reconsideration, setting out in writing~~

~~the nature of its concerns. If a decision is referred by a joint meeting of Scrutiny Pool members to the GMCA or the TfGMC (as appropriate), then the GMCA or the TfGMC (as appropriate) will reconsider the decision before adopting a final decision.~~

~~————(c)—— If, following an objection to:-~~

~~(i)—— a decision of the GMCA; or~~

~~(ii)—— a major or strategic decision made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution;~~

~~the joint meeting of Scrutiny Pool members does not refer it back to the GMCA or the TfGMC (as appropriate) for reconsideration, the decision shall take effect on the date of the joint meeting of Scrutiny Pool members.~~

~~————(d)—— The call-in procedure set out above, shall not apply where:-~~

~~(i)—— the decision being taken by the GMCA; or~~

~~(ii)—— the major or strategic decision made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution;~~

~~is urgent.~~

~~(e)—— For the purposes of subparagraph 5.4(d) above a decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the interests of the GMCA, the Constituent Councils, or the residents and/or businesses of Greater Manchester. The record of the decision and the notice by which it is made public shall state whether in the opinion of the decision making body, (having considered the advice of the Head of Paid Service and/or the Monitoring Officer and/or the Treasurer) the decision is an urgent one, and therefore not subject to call-in. The GMCA or the TfGMC (as appropriate) must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency.~~

~~(f) The call-in procedure set out above shall not apply where, in relation to—~~

~~(i)—— a decision taken or matter to be considered by the GMCA or the Executive Board, or~~

~~(ii) a major or strategic decision taken or to be considered by TfGMC, or~~

~~(iii) a decision or matter that has already been reviewed by the Scrutiny Pool members under either the call-in procedure or pre-policy scrutiny.~~

~~6. Key principles for the operation of the scrutiny arrangements~~

~~6.1 The Constituent Councils will work together to maximise the exchange of information and views, to minimize bureaucracy and make best use of the time of members and officers of other bodies or agencies.~~

~~6.2 Members of the Scrutiny Pool will, when considering reviews, determine whether the issue is more appropriately dealt with by one of the Constituent Councils or elsewhere and will not duplicate the work of existing bodies or agencies.~~

~~6.3 Subject to prior consultation, the Constituent Councils will respond positively to requests for information, or for the attendance of a member or officer at any meetings set up under these arrangements.~~

~~6.4 While it is ultimately for each Constituent Council to decide who it considers the most appropriate person(s) to speak on its behalf at any meetings set up under these arrangements consideration will be given to meeting specific requests.~~

~~6.5 Dates and times for officer and member attendance at any meetings set up under these arrangements should be by agreement.~~

~~6.6 Members appointed under these arrangements may request the attendance of officers employed by the Constituent Councils to answer questions and give evidence at any meetings set up under these arrangements. All such requests must be made via the Chief Executive of the relevant Constituent Council. If any request is declined by the Chief Executive, he/she must state the reasons for so doing.~~

~~6.7 When considering any matter in respect of which a Scrutiny Panel member appointed under these arrangements is subject to a party whip the member must declare the existence~~

~~of the whip and the nature of it before the commencement of any deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.~~

~~7. — Scrutiny Panels~~

~~7.1 — The annual meeting of members of the Scrutiny Pool will establish Scrutiny Panels to undertake agreed scrutiny reviews. — Membership of the Scrutiny Panels will be determined at the annual meeting and the principle of political balance from across Scrutiny Pool members must be applied when membership is agreed.~~

~~7.2 — Scrutiny Panels established by this Clause 7 shall include representatives from at least 7 of the Constituent Councils. — Each Scrutiny Panel shall appoint a Chair and Vice Chair from amongst its members. — Unless unanimously agreed by all members appointed to any Scrutiny Panel, the Chair and Vice Chair of each Scrutiny Panel must come from different political groups.~~

~~7.3 — Scrutiny Panels established under this Protocol must be appointed to carry out specific scrutiny tasks and be time limited. — Their continuation will be subject to confirmation at each annual meeting of the Scrutiny Pool members. — Any Scrutiny Panel continuing for more than two years must be subject to confirmation by the Executive Board and/or the GMCA as appropriate.~~

~~7.4 — The Executive Board and/or the GMCA may also, if they choose, request that a Scrutiny Panel drawn from amongst members appointed under Clause 3 of this Protocol be appointed to examine a specific issue in more detail and report back its findings to the Executive Board and/or the GMCA as appropriate.~~

~~8. — Reviews and recommendations~~

~~8.1 — The process of joint scrutiny will be an open and transparent process designed to engage the Constituent Councils, their residents and other stakeholders.~~

~~8.2—Meetings will be held in public unless the meeting decides to convene in private in order to discuss confidential or exempt information, in accordance with the relevant provisions of the LGA 1972 or LGA 2000.~~

~~8.3—The terms of reference, timescale and outline of any review will be agreed by Scrutiny Pool members appointed at their annual meeting.~~

~~8.4—Different approaches to scrutiny reviews may be taken in each case but members will seek to act in an inclusive manner and will take evidence from a wide range of opinion. The Scrutiny Pool will make specific efforts to engage with hard to reach groups.~~

~~8.5—The primary objective of any Scrutiny Panel established under these arrangements will be to reach consensus on its recommendations, but where a minimum number of 2 members express an alternative to the majority view, they will be permitted to produce a minority report.~~

~~8.6—Voting if needed will be by a show of hands and a simple majority will be required to approve any recommendation.~~

9.—Budget and Administration

~~9.1—The annual meeting of Scrutiny Pool members will prepare a budget to cover the costs of operating these arrangements in the forthcoming year and will submit this to the Executive Board and to the GMCA for agreement.~~

~~9.2—Contributions to the costs of the joint scrutiny arrangements shall be determined by apportioning the costs in such proportions as the Constituent Councils unanimously agree or, in default of such agreement, in proportion to the total resident population at the Relevant Date of the area of each Constituent Council as estimated by the Registrar General.~~

~~9.3—The budget will be required to meet all officer support to the joint scrutiny arrangements, including research support.~~

~~9.4—The decisions and recommendations of any Scrutiny Panels set up under these arrangements will be communicated to the Executive Board and/or the GMCA and/or the~~

~~TfGMC and/or the TfGM as appropriate, other Scrutiny Pool members and Constituent Councils as soon as possible after resolution by those appointed to any such Scrutiny Panel.~~

~~10. Support and advice to scrutiny arrangements~~

~~10.1—Members appointed to any Scrutiny Panel under these arrangements may ask individuals or groups to assist it on a review by review basis and may ask independent professionals for advice during the course of reviews. Such individuals or groups will not be able to vote.~~

~~10.2—Members appointed to any Scrutiny Panel under these arrangements may invite any other person to attend their meetings to answer questions or give evidence; however attendance by such persons cannot be mandatory.~~

~~11. Linking Sub-Regional Scrutiny with Local Scrutiny~~

~~11.1—The Scrutiny Officer of each Constituent Council will ensure that the work programmes and minutes relating to the work carried out by the Scrutiny Pool in scrutinising the Executive Board, GMCA, TfGMC and TfGM are circulated appropriately within their own Constituent Council's scrutiny arrangements.~~

~~11.2—The Secretary shall within 2 weeks of every meeting of a Scrutiny Panel produce an e-briefing or all members of the Constituent Councils that provides a user friendly summary of the issues discussed at the Scrutiny Panel, together with links to any relevant reports and presentations. The Secretary shall quarterly produce an e-briefing for all members of the Constituent Councils that provides an updated work programme relating to the work to be carried out by the Scrutiny Panels in scrutinising the Executive Board, GMCA, TfGMC and TfGM.~~

~~11.3—Each Constituent Council will nominate one of the 3 members of that Constituent Council who have been appointed to the Scrutiny Pool in accordance with paragraph 3.1 of this Protocol to act as that Constituent Council's "AGMA Scrutiny Link". The AGMA Scrutiny Link will be responsible for reporting back to their own Constituent Council on the scrutiny work carried out by the Scrutiny Pool in relation to the Executive Board, GMCA, TfGMC and TfGM. The AGMA Scrutiny Link will also be responsible for reporting to the Scrutiny Pool any issues identified locally by their own Constituent Council which may warrant scrutiny at a sub-regional level. The nomination of an AGMA Scrutiny Link and the way in which this role will be performed will be determined by each Constituent Council.~~

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TRAFFORD COUNCIL

Report to: Accounts and Audit Committee
Date: 17 July 2019
Report for: Information
Report of: Cllr Barry Brotherton and Cllr Liz Patel - Chair and Vice -
Chair Accounts & Audit Committee (2018/19)

Report Title

Accounts and Audit Committee Annual Report to Council 2018/19.

Summary

The report sets out the 2018/19 Annual Report of the Accounts and Audit Committee to be submitted to Council.

Recommendation

The Council is asked to note the report.

Contact person for access to background papers and further information:

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

Background Papers:

None

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TRAFFORD
COUNCIL

Accounts & Audit Committee
Annual Report
To Council

2018-2019

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

The Accounts and Audit Committee has completed its planned programme of work through 2018/19 in order 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 continues to be independent of the Executive and aims to provide a key role in providing challenge across the organisation.

The Committee continues to review its role against best practice. In line with updated guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) in 2018, the Committee sought to recruit an independent member and an appointment was approved by the Council in February 2019.

The Committee has covered a broad range of work through the year, gaining assurance from a number of sources. This report sets out the work of the Committee during 2018/19.



Councillor Barry Brotherton
Chair, Accounts & Audit Committee 2018-19



Councillor Liz Patel
Vice-Chair, Accounts & Audit Committee 2018-19

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 Internal Audit), and External Audit (provided by Grant Thornton for the 2017/18 audit and Mazars for the 2018/19 audit). Relevant officers within these areas attended meetings through the year. This was supplemented by assurance and guidance from other sources where this was considered appropriate, for example from the Council’s managers and external advisors.

Purpose of the Report

The purpose of this report to Council is to:

- Summarise the work undertaken by the Accounts & Audit Committee during 2018/19 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 in terms of numbers shall be politically balanced within the Council’s current system, and shall not include any Members of the Executive. A non-voting member, with appropriate skills and experience, may be co-opted on to the Committee with the approval of the Council.

| Accounts & Audit Committee Membership | |
|---------------------------------------|-------------------------------|
| 2018/19 | 2019/20 |
| Cllr Barry Brotherton (Chair) | Cllr Barry Brotherton (Chair) |
| Cllr Liz Patel (Vice-Chair) | Cllr Liz Patel (Vice-Chair) |
| Cllr Jayne Dillon | Cllr Jayne Dillon |
| Cllr Jane Slater | Cllr Geraldine Coggins |
| Cllr Chris Boyes | Cllr Chris Boyes |
| Cllr Alan Mitchell | Cllr Alan Mitchell |
| Cllr Paul Lally | Cllr Paul Lally |
| Ms. Jeannie Platt* | Cllr Anne Duffield |
| | Cllr Judith Lloyd |
| | Ms. Jeannie Platt |

*Appointed from March 2019 as a non-voting co-opted Member.

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, Financial Management, 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 2018/19.

The Committee agreed its work programme at the start of the year to ensure it met its responsibilities. For 2018/19, the work programme included reviewing regular updates on the work of external audit and internal audit; approval of the final accounts; budget monitoring reports through the year; updates on the Council's strategic risk register; treasury management updates on activity and approval of the treasury management strategy; and updates on anti-fraud and corruption, insurance and procurement activity.

The Committee received reports from the External Auditors (Grant Thornton in respect of the 2017/18 Accounts and Mazars in respect of work for the 2018/19 financial year onwards) and gained assurance that a handover process was in place to ensure a smooth transition following the change in External Auditor for 2018/19.

The Committee fulfilled its role in respect of the approval of the Council's accounts for 2017/18. In October 2018, the Committee had gained assurance through the 2017/18 Annual Audit Letter by the External Auditors (Grant Thornton), that an unqualified opinion was given on the 2017/18 financial statements. Assurance in terms of the outcome of the 2018/19 External Audit of the Council's financial statements and a conclusion on the Council's value for money arrangements will be reported later in 2019 to the Committee in the External Auditor's 2018/19 Annual Audit Letter (which will be completed by Mazars).

The Committee continued to monitor risks as reported through the strategic risk register reports and the Committee requested and received a further update on the Council's approach for managing cyber security risks.

In line with updated guidance issued by CIPFA in 2018, a recruitment process was undertaken to appoint an independent member to the Committee. Subsequently, an appointment was approved by the Council in February 2019.

The work programme covered consideration of training and awareness for Committee Members which included training sessions outside of the Committee meetings covering the Council's accounts and treasury management.

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 2018/19

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>June 2018 The Annual Head of Internal Audit Report was submitted, providing an opinion on the adequacy and effectiveness of the Council’s control environment during 2017/18 based on Internal Audit work undertaken during the period.</p> <p>October 2018 and February 2019 The progress of internal audit work conducted by the Audit and Assurance Service during 2018/19 was reported to the Committee through the year. 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 October 2018 and February 2019.</p> <p>March 2019 The Committee reviewed the Internal Audit Charter and Strategy which were updated to reflect various service changes during 2018/19. A report was submitted setting out the 2019/20 Annual Internal Audit Plan.</p> | <p>The Annual Report and updates during the year ensured 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> <p>The Accounts and Audit Committee approved both the updated Internal Audit Charter and Strategy, and the 2019/20 Internal Audit Plan.</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 (including the audit of the annual financial statements and the value for money conclusion) and seek assurance as to the adequacy of management’s response to External Audit advice, recommendations and action plans.
- To review arrangements made for co-operation between External Audit, Internal Audit and other review bodies.

| Work Completed | Outcome/ Impact |
|--|--|
| <p>June 2018 The Committee received a report from Grant Thornton on the progress made in delivering its responsibilities as the Authority’s external auditor. It was noted that the 2017/18 accounts audit was underway and that a further report would be presented to the Committee at the meeting on 30 July 2018.</p> <p>The Committee received a report of Mazars, the Council’s newly appointed external auditor for 2018/19. The report highlighted Mazars’ approach and Members were advised that a handover process with Grant Thornton had been agreed.</p> | <p>The Committee was able to monitor progress in respect of external audit work, including details in respect of the change of external auditor from 2018/19 onwards.</p> |
| <p>July 2018 The Committee received a report on the findings to date from the External Auditor (Grant Thornton) in respect of the audit of the Council’s accounts for the year ended 31 March 2018 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>At the time of the meeting further work was required to be completed by the External Auditor to resolve an accounting query. The Committee therefore agreed to delegate responsibility for the formal approval of the accounts to the Chair of the Accounts and Audit Committee. (See October 2018 update below for the final outcome of the audit of the financial statements and value for money conclusion).</p> |
| <p>October 2018 The Committee received the Council’s Annual Audit Letter for the year ended 31 March 2018, 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 2018.</p> |

| External Audit (Continued) | |
|---|--|
| Work Completed | Outcome/ Impact |
| <p>A report was presented from Mazars which set out key issues in relation to the transition from the previous external auditor, and initial planning and assessment work being carried out. The report also set out details of a range of national publications of potential interest to the Committee and its officers, and noted issues arising from the National Audit Office review of financial sustainability of local authorities.</p> | <p>The Committee was able to gain assurance that progress was underway in ensuring a smooth transition following the change in External Auditor.</p> |
| <p>February 2019</p> <p>The Committee received the External Audit Strategy Memorandum from Mazars which outlined its audit approach and plan to deliver the audit for the year ended 31 March 2019. The report also set out the External Audit fees.</p> <p>Mazars also presented a further progress report on work undertaken and planned as part of the 2018/19 audit. As part of the update, Members' attention was drawn to a range of national publications which were deemed to be potentially of interest to the Committee in undertaking its work.</p> <p>Grant Thornton submitted a letter summarising its overall findings from the certification of the Council's 2017/18 Housing Benefits subsidy claim.</p> | <p>The reports submitted provided the Committee with details of work required to be undertaken as the council's external auditor. The Committee was able to continue monitoring progress and ask questions in respect of external audit work undertaken and planned.</p> |
| <p>March 2019</p> <p>Mazars provided the latest progress update on its delivery of its audit responsibilities as at March 2019. It was noted that work was currently on track; and that there were currently no significant matters which required reporting at that stage. As part of the update, reference was also provided to a range of recent national publications.</p> | <p>The Committee was able to continue monitoring progress in respect of external audit work.</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>October 2018 A report was submitted by Financial Management providing details of the Council’s insurance arrangements and activity in 2017/18. This included details in respect of the major classes of insurance.</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 asked questions on costs and arrangements for reviewing policies and obtained assurance that insurance arrangements are monitored and regularly reviewed.</p> <p>The Committee received assurance on the arrangements for reviewing key strategic risks.</p> |
| <p>March 2019 The Committee received a further update report on the Council’s Strategic Risk Register including details of risks added and removed and updates on each risk.</p> <p>The Committee received a presentation on the Council’s cyber security systems and approach taken to manage associated risks.</p> | <p>The Committee received assurance on the arrangements for reviewing key strategic risks. The Committee also agreed on the frequency of future strategic risk update reports to take into account for the 2019/20 Committee work programme.</p> <p>Assurance was received on measures taken and action in progress to mitigate the risks highlighted. It was agreed that the Committee would receive a further update in 2019/20.</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>June 2018 A report setting out the 2017/18 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 review.</p> | <p>The Committee agreed to consider the draft version of the AGS and the updated Corporate Governance Code and noted timescales for finalising the AGS in accordance with the Accounts and Audit Regulations 2015.</p> |
| <p>July 2018 The final version of the AGS was submitted to the Committee. It was requested that due to an outstanding query at the time of the meeting in relation to the audit of the Council’s accounts, approval of the AGS be delegated to the Chair of the Accounts and Audit Committee</p> | <p>The Committee approved delegation of approval of the 2017/18 AGS to the Chair of the Accounts and Audit Committee (and the AGS was subsequently approved and published on the Council website).</p> <p>In addition, further to the report received in June 2018 setting out the updated Corporate Governance Code, the Committee approved the updated Code at its July meeting.</p> |
| <p>February 2019 A report setting out the proposed approach / timetable to ensure compliance with the production of an AGS for 2018/19 was presented (noting a final version is due to be approved by 31 July 2019).</p> | <p>Procedures and responsibilities of Members and Officers in the process for producing and approving the 2018/19 AGS 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>July 2018 The Committee received a report of the Counter Fraud and Enforcement team outlining the Councils’ fraud prevention and detection performance and activities in 2017/18, as well as the team’s plans for 2018/19.</p> <p>(The Committee will receive an update on outcomes from work completed in 2018/19 at its July 2019 meeting).</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>February 2019 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. Details were provided of the categories of data submitted to the Cabinet Office as part of the exercise. Updates on outcomes from the investigation of subsequent data matches are to be provided to the Committee in 2019/20.</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>June 2018</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 the information provided and asked for further information on some of the areas covered. 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>July 2018</p> <p>In advance of the July Committee meeting, a training session was provided for Committee Members on the Council’s 2017/18 draft accounts. This included sharing of the Revenue Budget Outturn and Capital Investment Programme Outturn reports.</p> <p>The Council’s 2017/18 accounts were presented to the Committee at its meeting on 29 July 2018. It was noted that at the time of the meeting there was an outstanding accounting query from the External Auditors which needed to be resolved prior to the accounts being finalised and approved.</p> | <p>Members were able to review information and ask questions relating to the draft accounts, prior to receiving the 2017/18 accounts at the July meeting.</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 in September 2018).</p> |
| <p>October 2018</p> <p>A report was presented providing an update on the progress of the treasury management activities undertaken for the first half of 2018/19.</p> <p>(Also see Risk Management: October 2018 meeting – insurance update provided by Financial Management).</p> | <p>The Committee was able to monitor treasury management performance during the year, in line with the CIPFA Code of Practice on Treasury Management.</p> |

| (Accounts/Financial Management continued) | |
|--|--|
| Work Completed | Outcome/ Impact |
| <p>February 2019 A Treasury Management report was submitted setting out the Council’s strategy for 2019/20 – 2021/22. This included the debt strategy, minimum revenue provision (amounts set aside for debt repayment) and investment strategy.</p> | <p>The Accounts and Audit Committee recommended that the Council approve the various elements of the Strategy.</p> |
| <p>March 2019 A report was presented which explained the accounting concepts and policies which would be used in preparing the 2018/19 annual accounts.</p> <p>The Committee received a presentation on the STAR Shared Procurement Service. This included a summary of achievements to date, priorities and future aims.</p> | <p>Members were advised of any changes which had an impact on the preparation of the accounts for 2018/19.</p> <p>An opportunity was provided for Members to raise questions and further to requests made, following the presentation Members were provided with further information, including in relation to Social Value.</p> |
| <p>All meetings The Accounts and Audit Committee received the most recent available monthly budget monitoring report, either at the relevant meeting or information was circulated separately to Committee Members outside of the meetings.</p> | <p>The Committee had the opportunity to review information and raise queries on budget monitoring information submitted through the year.</p> |

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TRAFFORD COUNCIL

Report to: Council
Date: 17 July 2019
Report for: Information
Report of: Chair – Scrutiny Committee, Health Scrutiny Committee, and the Children and Young People’s Scrutiny Committee

Report Title

Annual Scrutiny Report 2018/19

Summary

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

- Scrutiny Committee
- Health Scrutiny Committee
- Children and Young People’s Scrutiny Committee

Recommendation(s)

That the report be noted.

Contact person for access to background papers and further information:

Name: Alexander Murray
Extension: 4250

Background Papers

None

Background Information

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

| | |
|--------------------------------|------|
| Risk Management Implications | None |
| Health and Safety Implications | None |

1. Scrutiny Committee – Chairman Councillor David Acton

- 1.1 During 2018/19, the Scrutiny Committee met on six separate occasions. Many topics were discussed at these meetings, including: Reducing Single Use Plastic within Trafford, High Rise Cladding, and Trafford Regulation Orders.
- 1.2 One of the six meetings was a special meeting held to consider draft report of the Committee's Task and finish group on the One Trafford Partnership. This report has subsequently been presented to the Executive and the Committee will receive a formal response in the 2019/20 municipal year.
- 1.3 The Budget Scrutiny process took up a significant amount of the Committee's attention during the year. The Committee received an update on the process at the meeting on 3 October 2018, followed by a presentation on the Budget by the Leader at the meeting 7 November 2018. Following detailed Budget Scrutiny sessions held in early December 2018, the Committee submitted a report to the Executive that was agreed by the Committee at their meeting on 9 January 2019. The Executive provided their formal response to this report at their meeting on 13 March 2019.
- 1.4 Amongst other things, the 2018/19 Budget Scrutiny report highlighted the following areas for follow up as part of the three Scrutiny Committee's Work Programmes for 2019/20:
- Delayed Transfers of Care
 - Demand Led Services
 - Adults and Children's Social Care Budget Saving Proposals
 - Budget Reserves and Provisions
 - Budget Monitoring
- 1.5 The review of Trafford's Scrutiny Function in 2017/18 culminated in a report which was presented to the Executive at the end of 2017/18. The Committee received a response at their meeting 4 July 2018. Out of the 13 recommendations that were made 11 were accepted with one being accepted conditionally, dependent on sufficient funding being available. The accepted recommendations were put into an action plan and by the end of the municipal year the majority had been implemented. The exceptions to this were that an annual review of the Council's Scrutiny process be conducted, that an annual review of the resources required to support Scrutiny be conducted, and that Training on the Budget Scrutiny Process be provided to all Scrutiny Members.
- 1.6 The annual review of the Council's Scrutiny process and of the resources required to support Scrutiny will be carried out by the Chairs and Vice Chairs of all three Scrutiny Committees with the support of the Statutory Scrutiny Officer. The review will be conducted using the Centre for Public Scrutiny's Scrutiny Evaluation Framework and the results will be submitted to full Council after being reviewed by the Scrutiny Committee at their meeting 2 October 2019.
- 1.7 Budget Scrutiny Training Sessions have been agreed with North West Employers. This will be the third training session provided by North West Employers following on from the overview training for Scrutiny Members on the 18th and 26th June 2019

which was well attended and received excellent feedback from Members as to its clarity, relevance, and applicability.

- 1.8 At the beginning of the municipal year the Committee agreed to complete a review of the One Trafford Partnership. This task and finish group met on several occasions with officers from the Council, Amey, and Trade Union representatives. The outcomes of these meetings fed into a report which was presented to the Committee at an extraordinary meeting 12 February 2019. Following the amendments agreed at that meeting the report was presented to the Executive and a formal response will be delivered to the Committee at their meeting 2 October 2019.
- 1.9 Following the completion of the One Trafford Partnership task and finish group the Committee agreed to set up a second group to look at affordable housing within the borough. This group met twice in the 2018/19 municipal year and will be continuing into the 2019/20 municipal year.
- 1.10 Another task and finish group was created during the year following a motion to Council in November 2018 which declared a Climate Emergency. This group has met on four occasions so far with officers of the Council, the Greater Manchester Combined Authority, and an officer who leads on community energy schemes for Oldham Council. Officers are looking into procuring experts in order to support the work of this group which will continue into the 2019/20 municipal year.
- 1.11 A draft work programme has been drawn up for the municipal year based upon the items during the 2018/19 municipal year which required follow up or were not able to be scheduled during the year. Further development of the work programme will be done following the second Scrutiny Training Session which will cover work programming. Due to the timing of the training the draft work programme will not be able to be updated prior to it being circulated as part of the first meeting agenda. Scrutiny members will have the opportunity to suggest items to be added to it at the meeting and any suggestions made at the training will also be taken on Board.

2 Trafford Health Scrutiny Committee – Chairman Councillor Robert Chilton

- 2.1 The Health Scrutiny Committee met on five separate occasions during the 2018/19 municipal year. A wide number of issues were discussed during these meetings involving representatives of various health partners from across Greater Manchester. Topics included the Trafford Coordination Centre (TCC), Diabetes Services, progress against the CQC Action Plan, Prescriptions, and the Altrincham Hub.
- 2.2 The Committee also received regular updates from the Greater Manchester Joint Health Scrutiny Committee, the Single Hospital Service Programme, and HealthWatch Trafford. These regular updates will continue over the 2019/20 municipal year as standing items on the agenda. Councillors have again noted the large number of items on Health Scrutiny Committee meeting agendas which continues to raise concerns as to whether the Committee have the capacity to scrutinise items in sufficient depth. This will be addressed through the Statutory

Scrutiny Officers annual review to be undertaken in this municipal year and reported on in next year's annual scrutiny report.

- 2.3 Following a review of the Greater Manchester Joint Health Scrutiny Committee (GMJHSC) the Committee now meets on a monthly basis. The Vice Chairman of the Trafford Health Scrutiny Committee attends these meetings and provides verbal updates to the Committee at each meeting. However, given the increased frequency of the GMJHSC additional reporting mechanisms may need to be considered going forward.
- 2.4 At the Start of the Municipal Year the group agreed to hold two Task and Finish groups to look at Phlebotomy Services and Period Poverty within the area. The period poverty group met on a number of occasions and linked in with the work of Council officers. The group submitted a report to the Committee 7 March 2019 and a formal response from the executive is expected early in the 2019/20 municipal year.
- 2.5 The Phlebotomy task and finish group met once before they were informed that Pennine Care were stopping to deliver all community services, including phlebotomy, within Trafford. As part of the programme of work to replace Pennine Care as a provider Trafford CCG asked whether the remit of the Task and Finish group could be extended to include all community services. The Chairman agreed this change and two meetings were held. As the recommissioning of these services is to continue into the 2019/20 it will be for the new Chairman of the Committee to agree with Trafford CCG how this work will be monitored by the Committee going forward.
- 2.6 The official report on the Altrincham Hub became available towards the end of the 2018/19 Municipal Year. While it was released at a time when it could have been discussed by the Committee in March the Chairman, Vice Chairman and Trafford CCG Officers agreed that it would be better delayed to the 2019/20 Municipal year when it could be covered in sufficient depth. Due to the number of items that the Committee need to consider in their 5 meetings during 2019/20 it has been agreed that an extraordinary meeting be held with the Altrincham Hub being the only item on the agenda.
- 2.7 The Health Scrutiny Committee was involved in the 2018/19 Budget Scrutiny process, attending the dedicated Budget Scrutiny sessions in early December. The Committee's contribution and input helped form the Budget Scrutiny report to the Executive and the Committee will be following up on a number of items identified within those sessions, as detailed above.
- 2.8 As with the Scrutiny Committee a Draft Work programme has been drawn up for the 2019/20 Municipal year and will go to the Committee meeting 27 June 2019. At the meeting Members will have the opportunity to suggest new items to be added to the work programme and possible areas for consideration by task and finish groups.

3 Trafford Children and Young People's Scrutiny Committee – Chairman Councillor Denise Western

- 3.1 This Committee was established in the 2018/19 municipal year following the change of Leadership after the elections in May 2018. The new administration felt that Children's services were of a priority for the authority and as a reflection of this required a Scrutiny Committee focused upon these services. It was agreed that the Committee would have four meetings during the year as well as Task and Finish work and that the Committee would retain the education co-opted members of the main Scrutiny Committee.
- 3.2 As this was a new Committee no work programme existed and so the Chair and Vice Chair held meetings with officers across Children's services in order to gain an understanding of the services and what the Committee should focus on. Following these meetings the Chair and Vice Chair agreed upon a structure of having four items on each agenda; one item on education, one item on social care, one item on health services, and one item on partnership working.
- 3.3 In order to keep the Committee updated on work going on across the Council it was agreed by the Committee that a Member should sit on both the Council's Corporate Parenting Board and Start Well Board (which is a sub board of the Health and Wellbeing Board). In the upcoming year items will be scheduled to allow these members to update the Committee on the work that these Boards are undertaking and of anything that they have noted at these meetings which they feel would be of interest for the Board.
- 3.4 Over the Course of the year the Committee covered a wide range of issues including Child Protection Plans, Healthy Young Minds, SEN Attainment, and the Commissioned Services for Children. Many of the items brought to the Committee were overviews of the topics which resulted in a number of resolutions for follow ups to be delivered and for further information to be provided to the Committee.
- 3.5 At the first meeting of the year the Committee agreed that a Task and Finish group should be set up to look at Special Educational Needs and Disability (SEND) Services within Trafford. The group submitted a set of questions to senior officers, met with senior officers, met with parent representatives, and met with members of the Councils Education, Health, and Care Plan team. Following these meetings a draft report was submitted to the Committee's final meeting. Since that meeting amendments have been made to the report which will go back to the Committee in the 2019/20 municipal year. Due to the wide scope of the Task and Finish group the work will continue beyond the delivery of the report as the group identified many areas within SEND Services that they would like to investigate further.
- 3.6 As with the other two Committees a draft work programme has been drawn up for the year but this will be further shaped following on from the scrutiny training sessions and input from Committee Members at meetings.

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TRAFFORD COUNCIL

Report to: Council
Date: 17 July 2019
Report for: Information
Report of: Executive Member for Finance and Investment

Report Title

Year End Corporate Report on Health and Safety – 1 April 2018 to 31 March 2019

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 2018 to 31 March 2019

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Health & Safety Manager
 Extension: 4919

Background Papers: None

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

| | |
|---------------------------------|--|
| Risk Management Implications | The total number of incidents to staff is broadly the same as the previous year. The most reported incident type remains as violence and aggression. Work has been undertaken in 2018-19 to audit how these risks are managed and this work continues. |
| 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.

This report covers the period from 1 April 2018 to 31 March 2019 and builds on the information previously provided in the 6 month Corporate Report on Health and Safety that covered the period from April-September 2018. It provides key health and safety performance data across the organisation and highlights proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period. Updates are also provided to the relevant Corporate Directors and Joint Consultative Committees.

The Health and Safety Unit provides a targeted 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 2018-19 include:

- Conducting a cross-service violence and aggression audit to identify the support for services to effectively manage these incidents.
- Supporting the One Trafford Partnership Client Team with a joint audit of the Highways Service as part of the contract monitoring arrangements.
- Delivering a comprehensive Health and Safety SLA programme to 75 schools within the Borough including the majority of Trafford Community Schools
- Providing a comprehensive range of face to face health and safety training to 331 colleagues in addition to the online training.
- A refreshed Employee Health and Wellbeing Strategy 2019-22 (*EPIC You*) to provide a range of health and wellbeing opportunities to the workforce and support the delivery of Trafford's Corporate Plan.

2. Monitoring Statutory Compliance

2.1 Health and Safety Audits in Council Directorates and Schools

HSU continues a targeted and risk-based programme of audits to 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.

The subsequent audit report provides a summary of findings including identified good practice and an action plan to address areas of non-compliance or further development. Services and schools are given a compliance score and a rating of excellent, good, fair or poor. Subsequent monitoring is undertaken where there are significant issues identified or further support is required.

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. As detailed below, HSU also undertake cross-service audits to evaluate how specific risk areas are managed.

2.1.1 Council Directorates

One Trafford Partnership Audit

HSU continues to support Council's One Trafford Client Team within 'Place' in monitoring the health and safety performance of Amey LG as contractor. This includes auditing of services delivered by Amey LG and the review and discussion of health and safety performance at One Trafford Partnership meetings.

A joint audit of the One Trafford Highways Service was completed. Findings indicated that work was underway to develop and improve staff health and safety communication and training focusing on areas such as manual handling. Areas for development included the implementation of a health surveillance programme for risks from hand-arm vibration in the use of equipment, which has now been completed.

Audits of further One Trafford Services are scheduled during 2019-20 including cemeteries and grounds maintenance. HSU also continue to support the Client Team with ongoing periodic 'spot checks' of operational crews to observe working practices.

Procurement and Contract Monitoring Audit

Between February and September 2018, HSU completed an extensive cross-service audit of the Council processes for ensuring that organisations that carry out work or provide a service on our behalf are competent to do so safely. These processes include assessing health and safety arrangements at contract tender and award stages and then monitoring a provider's health and safety performance at regular intervals to ensure ongoing compliance.

The audit included discussion and analysis of arrangements with STAR Category Managers and Procurement Officers and also Council Commissioning Leads and Contract Managers across a variety of services.

A full report was provided highlighting areas of good practice with an action plan to improve the integration of health and safety issues in the procurement and contract monitoring process. The plan continues to be progressed with STAR and Health and Safety Teams from other Local Authorities included within the STAR partnership. Work now includes:

- Improved liaison between Health and Safety teams and STAR through:
 - Embedding the process for where higher risk contracts are identified and require the involvement of health and safety teams to assess the competency of contractors
 - The sharing of STAR work plan information and contracts register data
 - Health and Safety briefings to STAR procurement officers
 - Review meetings between STAR and Health and Safety Teams

- Improved support for contract managers through:
 - The review and provision of contract monitoring guidance for contract managers
 - Planned drop in sessions for Contract Managers to meet with HSU and discuss any health and safety issues in the procurement or monitoring of contracts

Violence and Aggression Audit

Violence and aggression continues to be the most prevalent type of incident reported within the Council. HSU have undertaken a targeted cross-service violence and aggression audit programme throughout 2018-19, of which some elements continue, to examine how effectively these risks are being managed across a range of services. These service areas have been identified through the recorded incident data.

The audit included a number of Special Schools, Trafford Travel and Co-ordination Unit, Customer Services, Supported Living and Children’s Placements. The work has also developed further to look at building security issues. A number of work streams have been identified to assist Services in managing violence and aggressive incidents and this is detailed further in section 3.2.1 where the accidents statistics are examined.

Trafford Watersports Centre

HSU have supported work to review the management of Sale Water Park. This has included a health and safety audit of the Trafford Watersports Centre and contracted water sports provider based at the location. The audit included a review of health and safety arrangements at the site and completion of a fire risk assessment. Advice has also included safety issues around access to the water. Improved signage has been installed around the water park to discourage unauthorised swimming.

2.1.2 Schools

In 2018-19, 52 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 84% (good) and a maximum score of 100% (excellent). Four special schools were also audited as part of the work focusing on management of violent and aggressive incidents.

2.1.3 Trafford Community Schools achieving ‘excellent’ compliance rates

Seventeen Trafford Community Schools achieved an ‘excellent score’ (between 91-100% compliance), as listed below.

| | | |
|----------------|------------------------------|-----------|
| Schools | Full Health and Safety Audit | 6 |
| | Premises Audit | 8 |
| | Play Area | 3 |
| Total | | 17 |

All other 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 and help identify areas where risk needs to be managed more effectively.

The total number of incidents reported to the HSU in 2018-19 is broadly the same as the previous year with a decrease of one incident (from 175-174 incidents).

Table 2: Overall number and rate of accidents to staff

| Indicators – Year End Results | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| Total no. of accidents to employees (reported to HSU) | 196 | 231 | 124 | 143 | 175 | 174 |
| Number of employees | 5958 | 5749 | 5506 | 5394 | 5504 | 5732 |
| Overall rate of accidents to employees/100 employees | 3.29 | 4.02 | 2.25 | 2.65 | 3.17 | 3.04 |

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

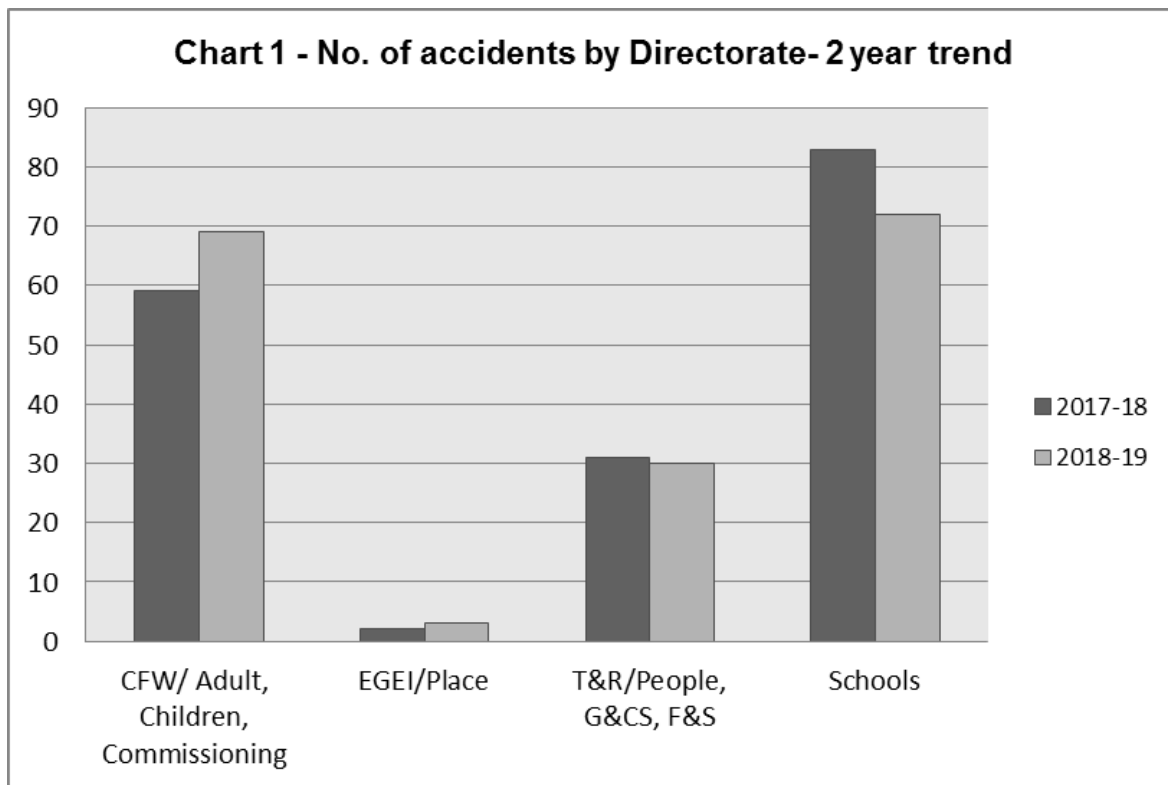
Appendix 1 provides details of the accident statistics, broken down by directorate and service area for staff for the period 1 April 2018 to 31 March 2019. A summary of the findings is detailed below.

3.1 Numbers of Accidents by Directorate

Due to the change of Directorates in 2018, comparison of accident numbers for 2017-18 and 2018-19 has been achieved through combining some of the new seven Directorates to capture all the services that were within the three previous Directorates as follows:

- CFW is compared to Adult Services, Children’s Services and Commissioning
- EGEL is compared to Place
- T&R is compared to People, Governance & Community Strategy and Finance & Systems
- Schools are directly comparable

The trends are shown in Chart 1.



3.1.1 Adults, Children’s and Commissioning Services

Services in these Directorates have seen an increase of 10 incidents in 2018 compared to 2017-18 (from 59 to 69). Of those incidents, 42 related to violence and aggression including 15 incidents of verbal threats or intimidation and 27 incidents of physical assault within Adults and Children’s Services. There was just one incident reported within Commissioning Services.

3.1.2 Place

Place only had three reported incidents for 2018-19 within Regulatory Services (with no particular trends evident) compared to just one incident in the previous year.

3.1.3 People, Governance & Community Strategy and Finance and Systems

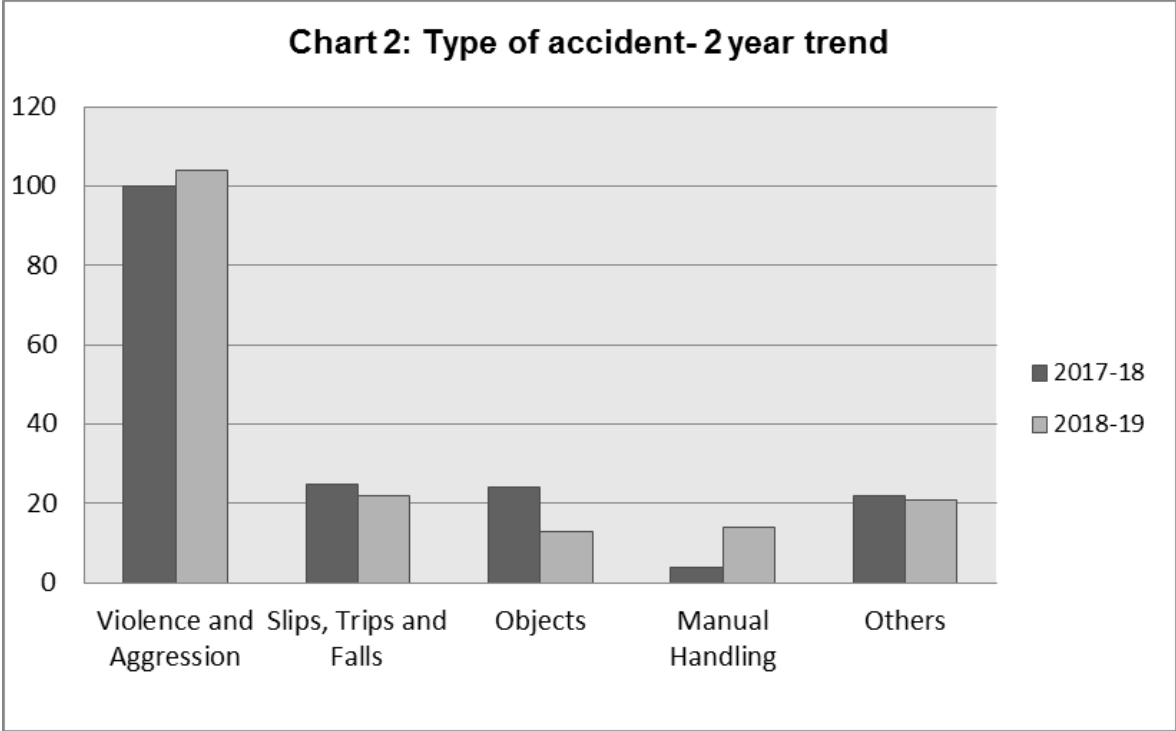
Services in these Directorates have seen a similar number of incidents reported in 2018 compared to last year with a decrease of one incident (31-30). Within People, 20 incidents took place and 15 of those related to Catering and Cleaning Services with no particular trends evident. In Governance and Community Strategy 8 incidents took place including 5 of which related to incidents of verbal aggression or threats within Customer Services. Finance and Systems had two incidents within Exchequer Services.

3.1.4 Maintained Schools

Reported incidents from maintained schools has decreased from 83-72 incidents. Violent and aggressive incidents accounted for 56 reports (53 physical assault and 3 threats of assault/intimidation) and the vast majority (54) occurred within Special Schools. Seven incidents related to moving and handling.

3.2 Types of Accidents

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2017-18. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate.

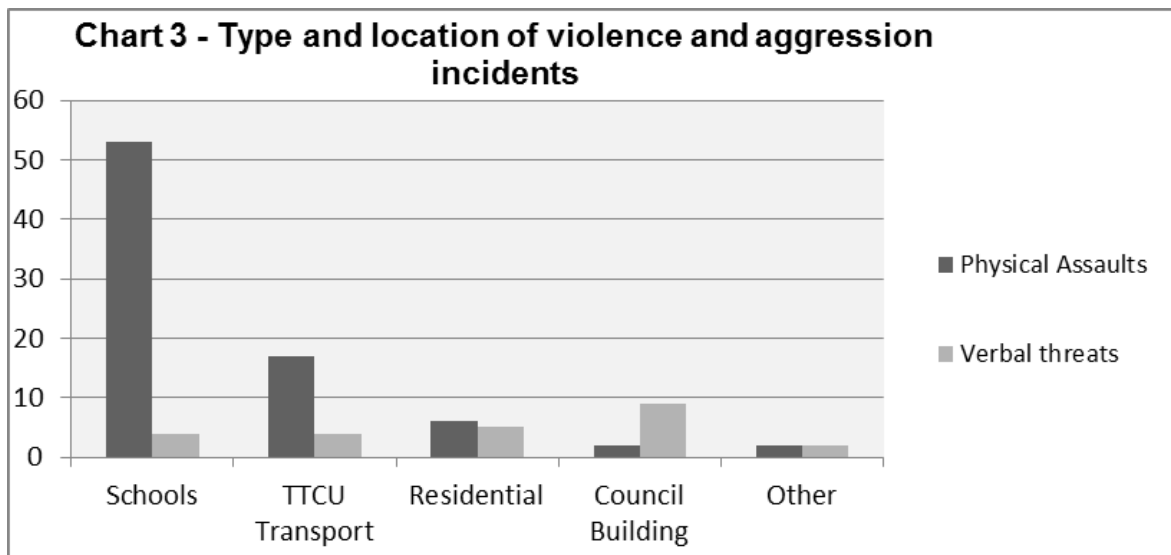


3.2.1 Violence and Aggression

Violence and aggression incidents (threats of assault/intimidation and physical assaults) as per previous years continue to remain the most reported incident type. Trends have remained similar to the previous year with a slight increase to 104 incidents compared to 100 in 2017-18

Physical assaults include a wide range of physical incidents stemming from aggressive behaviour. They accounted for 80 incidents compared to 78 in 2017-18. There were 24 incidents of verbal threats or intimidation were reported, an increase from 22 incidents in the previous year.

The location and nature of such incidents are shown in Chart 3.



Special Schools have again reported the majority of violent and aggressive incidents when dealing with children presenting challenging behaviour although there was a slight fall of 4 incidents compared to the previous year (61-57). Trafford Transport Provision (TTCU) within Children's Services who also deal with challenging behavior continued to report a similar level of incidents of 21 in 2018-19 compared to 20 in the previous year.

Other areas reporting incidents included Social Care Teams working with adults and children in residential care/supported living and with children leaving care. Some volatile incidents were also noted within our main council building reception areas.

As detailed in section 2.1.1, to support management of these incidents, HSU have been undertaking a cross-service violence and aggression audit over 2018-19 across a variety of relevant services and special schools. Some of this audit work continues and good practice and areas for development have been identified. Initial highlights to date include the following:

- Special Schools demonstrated good examples of Education Health Care Plans, access to behavioural support, and training to respond appropriately to incidents. Further exploration is required at the initial placement phase and the information shared between Social Care Teams and schools to support the early stages of placement.
- TTCU detailed a comprehensive process to assess applications, liaise with services, identify potential risks and make the most appropriate choice of travel provision. They had systems to manage and report incidents and also clear policy on responding to and reviewing any incidents. Further areas to progress include a review of training for Personal Assistants and the sharing of information between TTCU and Schools during the drop off/pick up periods and of any incidents or behavioural concerns.
- Both within Children's Placements and Supported Living there was good evidence of behavioral policy assessments and plans. Training was in place with an emphasis on de-escalation. Incident review and support was also evident. Further training would be beneficial in violence and aggression risk assessment support and incident intervention.

- Customer Services have an excellent Disruptive Behaviour Policy developed with the Anti-Social Behaviour Team. This is a joint approach that includes libraries, receptions and contact centres to share information and implement a staged approach to dealing with service users and have a no tolerance approach to aggressive behaviour. Work continues to develop this further across Trafford Services.
- HSU are currently working with Emergency Planning, GMP and partners to review Building Security arrangements initially at TTH. This work includes:
 - Delivery of relevant awareness training for staff
 - Progression of response plan documents for violent and aggressive incidents
 - Assessment and review of access arrangements within public and staff areas

This work will continue and be reported on during 2019-20 to support the effective management of violent and aggressive incidents.

3.2.2 Other Accidents

Slips, trips and fall incidents remain the second most common incident but have decreased slightly from 25 incidents in 2017-18 to 22 incidents. Two of these incidents were reportable to the Health and Safety Executive as detailed in section 3.3

There has been an increase in moving and handling related incidents to 14 in 2018-19 compared to 4 in the previous year, however there are no particular trends evident. HSU delivers a wide range of moving and handling training and support as outlined in Section 5. The refreshed Employee Health and Wellbeing Strategy 2019-22 (detailed further in section 6.2), also focuses on musculo-skeletal disorders with the aim of delivering interventions to improve absence related to such issues.

3.3 Rate of Reportable Injuries to Staff

There have been 11 incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive. This has been an increase compared to the previous 3 years. These incidents included:

- An incident in TTCU when a passenger assistant had her seatbelt removed by a service user and fell from her seat
- Three incidents in catering services relating to a fall, cut from a knife and scalding
- Two incidents in cleaning services relating to a trip/fall and manual handling
- An incident of a slip and fall in the Trafford Town Hall Multi Storey Car Park
- Two incidents within Council offices relating to office chairs.
- Two incidents in a Children's Home relating to violent and aggressive behaviour

Table 3: Rate of reportable injuries to staff

| Local performance indicator | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Total Number of reportable accidents | 9 | 13 | 14 | 5 | 3 | 3 | 11 |
| Target for rate of reportable accidents/100 employees | 0.32 | 0.30 | 0.28 | 0.26 | 0.24 | 0.22 | 0.20 |
| Actual rate of reportable accidents/100 employees | 0.15 | 0.21 | 0.24 | 0.09 | 0.06 | 0.05 | 0.19 |

4. Current Performance against 2018-19 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 4 have been completed or are being progressed within HSU:

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

| Area of development | Actions | Status |
|--|--|---------------|
| Corporate and schools health and safety guidance review | One Trafford Asbestos Policy | Completed |
| | First Aid at Work Guidance | Completed |
| | Fire Policy | Final draft |
| | One Trafford Legionella Policy | Progressing |
| | Display Screen Equipment Guidance | Progressing |
| Corporate Audits | Procurement Cross Service Audit | Completed |
| | Violence and Aggression Cross Service Audit | Completed |
| | TTH Security arrangements | Progressing |
| Schools health and safety SLA | Completion of programmed school SLA audits and training for School Year Sept 2017-Aug 2018 | Completed |
| | Review of HSU schools auditing tools to assess schools Health and Safety Compliance | Completed |
| Strategies | Employee Health and Wellbeing Strategy 2019-2022 (# Epic You) | Completed |
| 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. HSU has also provided direct training sessions to Trafford employees and schools. Table 5 below details the nature of training, number of courses and number of attendees throughout the reporting period.

Table 5: Training delivered April 2018-March 2019

| Course/Training | Number of Courses | Number Attended/Trained |
|---|--------------------------|--------------------------------|
| Fire Marshall Training | - | 3 |
| Fire Awareness - Services | 2 | 78 |
| Fire Awareness - Schools | 2 | 60 |
| First Aid at Work Refresher (2 day) | 2 | 11 |
| First Aid at Work (3 day) | 2 | 13 |
| Paediatric First Aid | 1 | 10 |
| Moving and Handling (People) Transport | 4 | 22 |
| Moving and Handling (Adults) Update | 8 | 50 |
| Moving and Handling Risk Assessment for Adults | 1 | 1 |
| Moving and Handling (Childrens) Update | 1 | 8 |
| Moving and Handling and Fire Awareness Training (Supported Living Adults) | 5 | 43 |
| Moving and Handling (Objects) – Corporate | 2 | 13 |
| Working at Height (Use of Ladders) | 2 | 24 |
| Online Health & Safety Induction | - | 293 |
| Online Health & Safety Induction (Health & Social Care) | - | 34 |

6. Key Achievements and Added Value

6.1 Corporate Landlord

The Health and Safety Unit provide support and guidance at every level of the Corporate Landlord framework to ensure health and safety matters are integrated within how the Council uses, manages and strategically plans the use of the Council's building assets through:

- Co-chairing and facilitating the Trafford Town Hall and Sale Waterside Staff User Groups where building matters can be discussed and resolved or escalated as required.
- Management attendance at the monthly Operational and quarterly Strategic Landlord meetings.

6.2 Employee Health and Wellbeing Strategy - 'EPIC You'

The Employee Health and Wellbeing Strategy continues to drive forward our ambition that the Trafford 'Workplace' consists of environments and working arrangements that encourage and enable staff to lead healthy lives and make choices that support positive wellbeing.

A refreshed Employee Health and Wellbeing Strategy 2019-22 now builds upon our existing strategy delivered since 2016 that provides a range of health and wellbeing opportunities to the workforce. It plays a fundamental role in the delivery of Trafford's Corporate Plan and is a key enabler for the Council's Vision and Corporate Priority '*Trafford has improved Health and Well-Being, and Reduced Health Inequalities*'.

'**EPIC You**' focuses on delivering a range of interventions to support the workforce under key themes of 'healthy lifestyle', 'mental wellbeing' and 'musculo-skeletal disorders' with the strong involvement of our EPIC Pioneers. The Strategy has been developed with key partners in Human Resources, Partnerships and Communities, Public Health, CCG and Trade Unions.

In addition to the development of the revised Strategy, highlights from 2018-19 have included:

- Mental Wellbeing awareness and support for colleagues via:
 - Delivery of two mental health fitness programmes for managers and staff
 - Promotion of Mental Health Awareness week and World Mental Health Day
 - Monthly 'Thinking Space' Sessions for staff through Pennine Care
- A Health and Wellbeing Day held at Trafford Town Hall with opportunities for health checks, wellbeing advice and mindfulness sessions
- Supporting initiatives to enable a more active workforce through cycling promotion, led walks and offering a range of sports and exercise opportunities
- Supporting a Salford University study (The SMART Work & Life Study) to evaluate the health benefits of programmes to reduce the amount of time desk-based staff spend sitting at work. Workforce participants receive regular health and will help to inform future ways of healthier working for our workforce.
- Working with Transport for Greater Manchester (TfGM) to undertake a Travel Survey which explores the journeys made, the reasons for those journey choices and potential incentives for more sustainable travel choices. The analysis of the data is being used to identify measures that could be made for improved sustainable travel and related wellbeing benefits for staff.

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 underway or currently being scheduled.

6.4 Requests for Service

HSU continue to respond to a wide range of 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 44 DSE (computer) workstation referrals have been responded to by the HSU for employees reporting health related issues. 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 52 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 (which may include vocational rehabilitation) carried out by the Council’s Moving and Handling Lead and Consultant. The assessments may include service users, pupils within schools and Council staff.

| Service Area | Number of Moving and Handling Referrals (complex cases) |
|-----------------------------------|---|
| Adults Services – Service users | 2 |
| Children Services – Service users | 1 |
| Council Services – Staff | 5 |
| Schools | 2 |

6.8 Fire Safety

The Senior 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 training and conducting 4 full fire evacuations at Trafford Town Hall and Sale Waterside
- 15 visits to Corporate premises to provide fire advice on alterations to buildings, etc.

6.9 Key Health and Safety Data

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

7. Conclusion

Incident statistics for 2018-19 have remained at similar levels to those reported in the previous year.

Violence and aggression incidents remain the most reported type of incident and comprehensive work has been conducted through the year to identify the support to effectively manage these incidents. This work will continue through 2019-20.

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

HSU continues to support services and partners in the management of health and safety through work activities that are either directly delivered or provided through contracted services. This is delivered through a comprehensive and wide ranging work programme.

The refreshed Employee Health and Wellbeing Strategy will also provide a coordinated and partnership led approach to improving the health, safety and wellbeing of the workforce and partners.

Corporate Accident Statistics April 2018 - March 2019

Appendix 1: Numbers of accidents by Directorate and Service Area

| Directorate | Service Area | No of incidents |
|-----------------------------------|--|-----------------|
| Children's Services | Education, Standards Quality and Assurance | 28 |
| | Safeguarding and Professional Development | 19 |
| Total | | 47 |
| Adult's Services | Integrated Services | 21 |
| Total | | 21 |
| Commissioning | All Age Commissioning | 1 |
| Total | | 1 |
| People | Strategic Business Unit | 19 |
| | GMSS | 1 |
| Total | | 20 |
| Governance and Community Strategy | Customer Services | 7 |
| | Democratic Services | 1 |
| Total | | 8 |
| Place | Regulatory Services | 3 |
| Total | | 3 |
| Finance and Systems | Exchequer Services | 2 |
| Total | | 2 |
| Schools | Special Schools | 63 |
| | Community Schools | 9 |
| Total | | 72 |
| Total Accidents | | 174 |

Appendix 2: Type of accident 2014- 2019

| Accident Type | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|--|------------|------------|------------|------------|------------|------------|
| Occurrences of Violence and Aggression | | | | | | |
| Physical Assault | 75 | 86 | 41 | 47 | 78 | 80 |
| Threats or Intimidation | 20 | 21 | 4 | 22 | 22 | 24 |
| Total Occurrences of Violence and Aggression | 95 | 107 | 45 | 69 | 100 | 104 |
| Manual Handling | | | | | | |
| Total Manual handling (lifting, moving, manoeuvring etc.) | 13 | 16 | 15 | 12 | 4 | 14 |
| Slips, Trips and Falls | | | | | | |
| Slipped, tripped or fell on same level | 24 | 33 | 30 | 19 | 23 | 17 |
| Fall down steps/stairs | 7 | 3 | 4 | 3 | 1 | 3 |
| Fall from height | 1 | 3 | 0 | 0 | 1 | 2 |
| Total Slips, Trips and Falls | 32 | 39 | 34 | 22 | 25 | 22 |
| Incidents involving objects | | | | | | |
| Hit by moving vehicle (new category 14-15) | N/A | 1 | 0 | 1 | 1 | 2 |
| Hit by a moving, flying or falling object | 18 | 19 | 11 | 9 | 13 | 2 |
| Striking against object/hit something fixed or stationary | 5 | 10 | 4 | 4 | 5 | 5 |
| Cut by a sharp object | 5 | 9 | 4 | 0 | 5 | 4 |
| Stepping / Kneeling on Object | 1 | 3 | 1 | 0 | 0 | 0 |
| Total Objects | 29 | 42 | 20 | 14 | 24 | 13 |
| Others | | | | | | |
| Contact with a moving person (new category 12-13) | 2 | 2 | 0 | 0 | 0 | 0 |
| Other | 7 | 3 | 1 | 6 | 2 | 6 |
| Road Traffic Accident | 4 | 9 | 1 | 6 | 10 | 2 |
| Animal/Insect | 2 | 4 | 2 | 3 | 0 | 2 |
| Hot surface/substance | 10 | 8 | 4 | 9 | 6 | 7 |
| Trapped | 1 | 0 | 1 | 0 | 1 | 1 |
| Exposed to, or in Contact With, a Harmful Substance | 0 | 1 | 0 | 1 | 0 | 3 |
| Plant & machinery (including hand and power tools) | 1 | 0 | 1 | 1 | 1 | 0 |
| Sports Injury | 0 | 0 | 0 | 0 | 2 | 0 |
| Total Others | 27 | 27 | 10 | 26 | 22 | 21 |
| Overall Total | 196 | 231 | 124 | 143 | 175 | 174 |

Appendix 3: Type of accident by Directorate 2018-19

| Type of accident | Directorates – See Key Below | | | | | | | | Total |
|---|------------------------------|-----------|----------|-----------|----------|----------|----------|-----------|------------|
| | A | B | C | D | E | F | G | H | |
| Physical Assault | 22 | 5 | 0 | 0 | 0 | 0 | 0 | 53 | 80 |
| Threats or Intimidation | 12 | 3 | 0 | 0 | 5 | 1 | 0 | 3 | 24 |
| Manual Handling | 0 | 3 | 0 | 4 | 0 | 0 | 0 | 7 | 14 |
| Slipped, tripped or fell on same level | 2 | 1 | 0 | 7 | 1 | 0 | 2 | 4 | 17 |
| Fall down steps/stairs | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Fall from height | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 |
| Hit by moving vehicle | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Hit by a moving, flying or falling object | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Striking against object/hit something fixed or stationary | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 5 |
| Cut by a sharp object | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Road Traffic Accident | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Animal/Insect | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hot surface/substance | 0 | 0 | 0 | 4 | 1 | 0 | 0 | 2 | 7 |
| Trapped | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Exposed to, or in Contact With, a Harmful Substance | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Other | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Totals | 47 | 21 | 1 | 20 | 8 | 3 | 2 | 72 | 174 |

A - Childrens

C - Commissioning

E - Governance & Community Strategy

G - Finance and Systems

B - Adults

D - People

F - Place

H - Schools

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