

# Public Document Pack



## TRAFFORD COUNCIL

Tuesday, 22 September 2020

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, 30 SEPTEMBER 2020**, at **7.00 PM** which will be held as a **VIRTUAL MEETING**, for the transaction of the business set out below.

**Please Note:** Members of the public may view the meeting via the following link:  
<https://www.youtube.com/channel/UCjwbIOW5x0NSe38sgFU8bKg>

- |                                                                                                                                                                                          | <b>Pages</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>1. Minutes</b>                                                                                                                                                                        |              |
| To approve as a correct record the Minutes of the following meetings of the Council for signature by the Mayor as Chair of the Council:                                                  |              |
| (a) <b>Meeting of the Council - 18 March 2020</b>                                                                                                                                        | 1 - 4        |
| (b) <b>Extraordinary Meeting of the Council - 15 May 2020</b>                                                                                                                            | 5 - 8        |
| (c) <b>Extraordinary Meeting of the Council - 14 July 2020</b>                                                                                                                           | 9 - 10       |
| <b>2. Announcements</b>                                                                                                                                                                  |              |
| 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.                                |              |
| <b>3. Questions By Members</b>                                                                                                                                                           |              |
| 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. **Council and Committee Meetings - Arrangements, Format and Timetable**
- To consider a report of the Executive Member for Public Safety, Governance and Reform. 11 - 16
5. **Accounts and Audit Committee Annual Report to Council 2019/20**
- To note a report of the Chair of Accounts and Audit Committee (2019/20) recommended from Accounts and Audit Committee on 15 July 2020. 17 - 34
6. **Year End Corporate Report on Health, Safety and Wellbeing – 1 April 2019 to 31 March 2020**
- To note a report of the Executive Member for Finance and Investment. 35 - 50

7. **Motions**

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

(a) **Motion Submitted by the Labour Group - Domestic Violence (Deferred from the Council Meeting held on 18 March 2020)**

This Council fully supports the Trafford Partnerships Domestic Violence and Abuse Strategy and recognises that the Domestic Abuse Bill has been finally brought to Parliament almost three years after it was first promised. This legislation is welcome and urgently needed, but will only be effective if it is underpinned by sustainable funding for specialist women's services.

This Council notes that:

Trafford Council strives to have a zero tolerance approach towards domestic violence and abuse. Domestic abuse is a complex social issue which affects people from all groups, genders and cultures and impacts across all services. However, it is important to recognise that Domestic Abuse is a gendered crime. The Office of National Statistics states that whilst 2 million adults aged 16-59 experienced domestic abuse last year, 1.6 million of these are women. Almost one in three women will experience domestic abuse in their lifetime, and two women a week are killed by a current or former partner. This Council also notes that all children who live with domestic abuse are victims too.

*“Every case of domestic abuse should be taken seriously and each individual given access to the support they need. All victims should be able to access appropriate support. Whilst both men and women may*

*Continued ...*

*experience incidents of inter-personal violence and abuse, women are considerably more likely to experience repeated and severe forms of abuse, including sexual violence. They are also more likely to have experienced sustained physical, psychological or emotional abuse, or violence which results in injury or death” (Statement from Women’s Aid)*

The causes and effects of domestic abuse are numerous and significant. Across Trafford there are a range of organisations that work directly or indirectly with residents affected by domestic abuse, including Trafford Domestic Abuse Services (TDAS). Recent Home Office Statistics put the financial cost of domestic abuse in England and Wales at £66 billion, but it is the human cost that is more devastating.

This Council believes that:

In Trafford we are committed to enabling our residents, their families and communities to live a healthy life, free from abuse and violence. We will support this by reducing the impact of domestic abuse on the population of Trafford by developing and implementing a sustainable system wide approach to prevention, early intervention, response and support.

This Council will ensure that we:

- Promote awareness, raising the profile of domestic abuse across all Trafford Partnership organisations and services
- Encourage staff, partners and Elected Members to attend the excellent training offered by TDAS. A request will be submitted to provide an extra session at Trafford Town Hall.
- Work to ensure our services enhance the safety of victims and the support that they receive
- Promote early identification and harm reduction
- Work in partnership with Greater Manchester Combined Authority and our partners to ensure an effective, evidence based response to perpetrators through to conviction and management of offenders, including rehabilitation and behavioural change programmes.
- Improve performance – to drive consistency and better performance in the response to domestic abuse across all local areas, agencies and sectors.

This Council resolves:

- To call upon the government to fully fund the Bill. The previous government/s have promised this would be a ‘landmark moment’

*Continued ...*

for victim-survivors of domestic abuse, and a vital piece of legislation, which would change the lives of the estimated 2 million people a year who are subjected to abuse. This Bill is welcomed as a first step but the safety of women has got to be made an economic priority.

**(b) Motion Submitted by the Labour Group - UK Cities, Towns and Districts Standing Up for Responsible Tax Conduct (Deferred from the Council Meeting held on 18 March 2020)**

Trafford Council recognises that:

Paying tax is often presented as a burden, but it shouldn't be. Not when considered against the huge array of public services it helps fund – from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.

The pressure on organisations to pay the right amount of tax in the right place at the right time has never been stronger. For example, polling from the Institute for Business Ethics finds that “corporate tax avoidance” has, since 2013, been the clear number one concern of the British public when it comes to business conduct.

In recent years, Her Majesty's Revenue and Customs (HMRC) has done much to clamp down on tax avoidance and evasion – but many in the tax justice movement think there is still much more to be done. It's been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £7 billion per annum in lost corporation tax revenues.

As recipients of significant public funding, municipalities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.

Where substantive stakes are held in private enterprises, then influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned - e.g., no use of marketed schemes requiring disclosure under DOTAS regulations (Disclosure Of Tax Avoidance Schemes) or arrangements that might fall foul of the General Anti-Abuse Rule. The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by organisations with a combined annual income of £50 billion and more than 6,500 outlets and premises. Social enterprises and co-operatives have been early pioneers of the Fair Tax Mark, and fit especially well with the pursuit of social value in public procurement.

*Continued ...*

In recent polling, almost two-thirds (63%) of the public agree that the Government and local councils should consider a company's ethics and how they pay their tax as well as value for money and quality of service provided, when undertaking procurement. At the same time, research has found that 17.5% of public contracts in the UK have been won by companies with links to tax havens. More action is needed, however, current law significantly restricts council's ability to either penalise poor tax conduct or reward good tax conduct, when buying goods or services.

UK cities, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

We pledge to:

1. Pass a resolution approving the Councils for Fair Tax Declaration.
2. Lead by example and demonstrate good practice in our tax conduct, right across our activities. Including:
  - Ensuring contractors implement IR35 robustly and a fair share of employment taxes are paid.
  - Shunning the use of offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
  - Undertaking due diligence to ensure that not-for-profit structures are not being used inappropriately as an artificial device to reduce the payment of tax and business rates.
  - Ensuring that there is clarity on the ultimate beneficial ownership of suppliers and their consolidated profit and loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing.
3. Promote Fair Tax Mark certification for any business in which we have a significant stake and where corporation tax is due.
4. Join in and support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses who say what they pay with pride.
5. Support calls for urgent reform of EU and UK law to enable municipalities to revise their procurement policies and better penalise poor tax conduct and reward good tax conduct.

**(c) Motion Submitted by the Labour Group - Financial Impact of Covid on Local Authority Budgets**

This Council is deeply concerned by the failure of the Conservative Government to compensate local authorities for the full financial impact of Covid-19. In Trafford alone, despite false promises of 'whatever it takes' from Government, the current crisis has created a financial pressure of over £60 million that so far hasn't been met anywhere near in full. Local authorities find themselves in this appalling position having already endured ten years of sustained austerity. Unless action is taken by Government to properly compensate councils for both costs and loss of income in full caused by Covid this could have a significant impact on this Council's ability to deliver services to its residents in the future.

Council notes that as things currently stand – after utilising available resources and exhausting other options – we find ourselves in the position of having a multi-million pound in-year budget gap significantly attributable to Covid, and face a budget deficit of over £35 million for the next financial year 2021/22.

Council therefore resolves:

- That the Government must compensate local authorities for the true financial impact of Covid-19.
- That the Leader of the Council should write to the Prime Minister outlining the threat to local services if this does not happen.
- That the Council should launch a communications campaign similar to other authorities such as Redbridge to outline the Government's failure to fund Covid-19 in full (costs and lost income) and to raise awareness of this amongst residents to highlight the risk to local services.

Council places on record it's thanks to all Trafford residents for their support in these challenging times and pays tribute to all our staff who have worked to support our communities over the past six months. They are a credit to us and we are keen to ensure we are properly funded in order that they can continue this fantastic work.

**(d) Motion Submitted by the Green Party Group - Lower Speeds, Safer Roads: Harnessing New Technology to Build Back Better on Trafford's Streets**

Council notes that all parties in Trafford have previously supported motions or amendments backing the expansion of 20 mph zones. It also recognises that the provision of enforcement and competing demands on the police and other agencies has slowed that expansion down and has hitherto often been cited as reason not to make 20 mph zones more widespread.

This Council therefore welcomes the intention of our Government to abide by Regulation (EU) 2019/2144, making it a mandatory requirement for speed limiter and data recorder technology to be installed in new models of vehicle from 2022, and all new vehicles from 2024. For the first time speed compliance will be in-built into private vehicles, bringing them into line with HGVs.

And Council recognises the opportunity this provides to local authorities to look again at 20 mph schemes:

- That will not be a long-term drain on policing resources and won't need investment in humps or traffic calming.
- That offer long-term savings through collision reduction, better public health (through cleaner air and increased active travel) and reduced highway wear and tear.
- That can help reduce health inequalities in deprived neighbourhoods, where research shows child pedestrian deaths are over four times those in affluent neighbourhoods.<sup>1</sup>
- That will bring policy into line with the principle of the Stockholm Declaration<sup>2</sup>, signed by the UK government in February 2020, which mandates a maximum road travel speed of 20 mph "where vulnerable road users and vehicles mix in a frequent and planned manner, except where strong evidence exists that higher speeds are safe".
- That further the objectives of Trafford's Public Health Report, which finds that "slowing city traffic makes roads safer for everyone, and encourages walking and cycling".<sup>3</sup>
- That benefit from strong public support, according to national surveys.<sup>4</sup>

Council resolves:

- To take advantage of this new opportunity.
- To strive to utilise the Department of Transport's Emergency Active Travel Funding to enable new funded 20 mph limit zones.

*Continued ...*

- In the short term, to provide Trafford residents with the right to request signed 20 mph speed limits on their streets, using a similar mechanism to the one already used for residents to request parking schemes.
- To adopt a policy of favouring the implementation of 20 mph limits or zones as a default for all streets in residential areas, town centres/retail districts and roads where vulnerable road users and motor vehicles mix. A report outlining how this could be achieved and funded will be presented to the Council by the end of the financial year.

- 1 Welsh 20 MPH Task Force Group: Final Report  
<https://gov.wales/sites/default/files/publications/2020-07/20mph-task-force-group-report.pdf>
- 2 Stockholm Declaration Third Global Ministerial Conference on Road Safety: Achieving Global Goals 2030
- 3 Combating Climate Change: Report of the Director of Public Health Trafford 2019
- 4 Working Together to Promote Active Travel. A briefing for local authorities  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/523460/Working\\_Together\\_to\\_Promote\\_Active\\_Travel\\_A\\_briefing\\_for\\_local\\_authorities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/523460/Working_Together_to_Promote_Active_Travel_A_briefing_for_local_authorities.pdf)

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. Bennett, Miss L. Blackburn, 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, Governance Officer  
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This Summons was issued on **Tuesday, 22 September 2020** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.



## TRAFFORD BOROUGH COUNCIL

18 MARCH 2020

### PRESENT

The Worshipful the Mayor (Councillor Rob Chilton), in the Chair.

L. Walsh (Deputy Mayor)	N. Evans	T. Ross
A. Akinola	M. Freeman	J. Slater
J. E. Brophy	J. Harding	S. Taylor
D. Bunting	J. Holden	A. Western
T. Carey	D. Morgan	
G. Coggins		
J. Dillon		

### In attendance

Chief Executive	S. Todd
Corporate Director of Governance and Community Strategy	J. Le Fevre
Senior Governance Officer	I. Cockill

### 72. MINUTES

That the Minutes of the Meeting of the Council held on 19 February 2020, be approved as a correct record and signed by the Chair.

### 73. MEMBERSHIP OF COMMITTEES

RESOLVED: That the Council notes the following membership change to Standards Committee and the reported change to the Council's Outside Bodies appointments, both agreed by the Chief Executive under delegated authority:

(a) Standards Committee

Councillor Newgrosh was appointed as a replacement for Councillor Minnis on Standards Committee, with effect from 28 February 2020.

(b) Greater Manchester Police and Crime Panel

Councillor Andrew Western nominated as a substitute member of the Greater Manchester Police and Crime Panel for the remainder of the 2019/20 municipal year, to be appointed by the Greater Manchester Combined Authority.

**Meeting of the Council  
18 March 2020**

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**74. ANNOUNCEMENTS**

(a) Councillor Jane Baugh

The Mayor referred with sadness to the recent death of former Mayor and serving Councillor, Jane Baugh and recalled her dedication to the Sale community as a whole and the Broadheath and Priory wards she had represented. Councillor Baugh represented the Broadheath ward from 1990-2004 and the Priory ward from 2004 onwards and had served as the Borough's Mayor in 2011/12. The Mayor also remarked upon Jane's successes as an Executive Member and her particular passions for the Waterside Arts Centre, Music and Children's Services.

The Leader of the Council, having known Jane all his life as a friend, mentor and work colleague, above all considered her a shining example of what public service was about and that her role went far beyond that of a ward Councillor. After her long career in the National Health Service, the Leader remembered Jane as a remarkably talented politician who had encouraged so many Members on the Council. Jane was a brilliant public speaker who was absolutely committed, especially in her desire to see young people do well and enjoy their lives and also her passion for arts and culture particularly shone through. Without fail, Jane encouraged and supported everyone and wished them to fulfil their potential and would be enormously missed by all in the Chamber and the residents of Trafford.

The Group Leaders all conveyed their condolences and recognised Jane's enormous and outstanding contribution to the Borough. Echoing her commitment to the community and her support for fellow Councillors, Jane, having touched so many, would be remembered as being inspiring, friendly and welcoming by all.

The Council expressed its sincere condolences to Jane's husband Peter and family and as a mark of respect, stood in silence to pay tribute to a colleague, one of the giants of Trafford Council.

(b) Coronavirus Pandemic

The Leader of the Council took the opportunity to thank all residents for their efforts in their communities during the current health crisis and indicated that the Council was working as quickly as possible to embed the support available to residents both looking to help and in need of help and support. As everyone was aware, the impact the virus would have on services was an incredibly wide-ranging and unprecedented, however, the Council would do its utmost to support its residents and businesses.

Placing on record his appreciation of the Group Leaders who had committed to working on a cross-party basis, the Leader conveyed an enormous thank you to the Council's staff for their astonishing response so far and the way they would respond in the weeks and months ahead. On behalf of the Council he wished to reassure every one of the Council's absolute support.

**Meeting of the Council  
18 March 2020**

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The Mayor echoed the Leader of the Council's comments and praising the Council's fantastic staff, asserted that the issue rose above politics. All would await guidance to enable the best co-ordination of the Council's communities.

**75. QUESTIONS BY MEMBERS**

The Mayor reported that 7 questions had been received under Procedure Rule 10.2 and that written responses would be conveyed to Members outside of the meeting.

**76. TRAFFORD COUNCIL'S PAY POLICY STATEMENT FOR 2020/21**

The Council received a report of the Corporate Director of People providing information relating to Trafford's Pay Policy for 2020/21, in line with the requirements of the Localism Act 2011, and advising of the recommendation from Employment Committee at its meeting held on 2 March 2020 (Minute No. 23 refers).

The recommendation was moved, seconded and put to the vote and declared carried.

RESOLVED: That the report be noted and the 2020/21 Pay Policy Statement, as set out in appendix 1 to the report, be approved.

**77. REVISED REMUNERATION PACKAGE FOR THE DIRECTOR OF DEVELOPMENT POST**

The Corporate Director of People submitted a report detailing a proposal agreed by Employment Committee on 2 March 2020 (Minute No. 28 refers) to pay a market supplement to the Director of Development post given recent recruitment difficulties.

The recommendation was moved, seconded and put to the vote and was carried unanimously.

RESOLVED: That the Council approves a payment of a salary of £105,000 per annum in relation to the post of Director of Development (to be appointed at Director grade SM3A with a market supplement).

**78. DRAFT TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS - 2020/21 / PROPOSED EMERGENCY AMENDMENTS TO THE COUNCIL'S CONSTITUTION**

The Corporate Director of Governance and Community Strategy submitted a report setting out a provisional timetable of Council and Committee meetings for the 2020/21 municipal year.

**Meeting of the Council  
18 March 2020**

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The Corporate Director of Governance and Community Strategy as Monitoring Officer also requested the Council to consider an associated report recommending new emergency provisions to the Council's Constitution to enable the Council to operate more flexibly and expediently in light of the unprecedented circumstances presented by the current Coronavirus Pandemic.

RESOLVED:

- (1) That the provisional timetable of Council and Committee meetings for the 2020/21 municipal year, as set out in Appendix 1 to the report, be approved and recommended to the Annual Meeting of the Council on 27 May 2020.
- (2) That the Council approves the addition of new emergency provisions to the Council's Constitution as detailed in the associated report entitled "Proposed Emergency Amendments to the Council's Constitution".

**79. MOTIONS**

RESOLVED: That the three Motions submitted in accordance with Procedure Rule 1, regarding Domestic Violence; UK Cities, Towns and Districts Standing Up for Responsible Tax Conduct; 20 mph Zones; and Greater Manchester Spatial Framework, be deferred to a future meeting of the Council.

The meeting commenced at 7.05 p.m. and finished at 7.24 p.m.

## TRAFFORD BOROUGH COUNCIL

### EXTRAORDINARY MEETING OF THE COUNCIL (VIRTUAL MEETING)

15 MAY 2020

#### PRESENT

The Worshipful the Mayor (Councillor Rob Chilton), in the Chair.

D. Acton	N. Evans	J. Slater
A. Akinola	M. Freeman	R. Thompson
S.B. Anstee	P. Lally	A. Western
Miss L. Blackburn	J. Lamb	B.G. Winstanley
J. E. Brophy	J. Lloyd	
G. Coggins	A. New	

#### In attendance

Chief Executive	S. Todd
Corporate Director of Governance and Community Strategy and Monitoring Officer	J. Le Fevre
Head of Governance and Deputy Monitoring Officer	D. Sykes
Governance Manager	J. Addison
Governance Officer	F. Fuschi
Senior Governance Officer	I. Cockill

#### **80. ANNOUNCEMENTS**

The Mayor took the opportunity to thank all volunteers for their work across Trafford to help the Borough's vulnerable people during the current Coronavirus pandemic. The Mayor also paid tribute to all the key workers and council staff working tirelessly during difficult circumstances. The Council joined with the Mayor in recognising the efforts of all key workers, volunteers and the Council's frontline services delivering public services, including those of the One Trafford Partnership.

#### **81. POSTPONEMENT OF ANNUAL COUNCIL AND CHANGES TO GOVERNANCE ARRANGEMENTS**

In light of the Coronavirus global pandemic, the Executive Member for Public Safety, Governance and Reform and Corporate Director of Governance and Community Strategy submitted a joint report recommending a series of temporary measures to enable the Council to continue functioning democratically during the crisis.

Members were asked to note the postponement of the Annual Council Meeting and to adopt a revised six-month timetable of Council and Committee meetings that would be held virtually in light of new legislation.

**Extraordinary Meeting of the Council  
15 May 2020**

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The Council was also asked to consider the temporary suspension of its Scrutiny arrangements and approve the creation of a time limited Trafford Pandemic Scrutiny Committee.

The report also detailed the Memberships of the Executive and Shadow Executive and going forward into the 2020/21 Municipal Year, recommended reconfirmation of the Committees of the Council and their membership and confirmation of member appointments to outside bodies.

The Council was further asked to approve the appointment of the Governance Manager as the Statutory Scrutiny Officer for Trafford Council.

RESOLVED:

- (1) That the Council notes that the Annual Meeting of the Council scheduled for 27 May 2020 has been postponed to a date to be determined.
- (2) That, in the event the Annual meeting is required to be postponed beyond July 2020, the term of office of the incoming Mayor at that time will continue to the Annual Meeting of Council in May 2022.
- (3) That the Standing Committees and their membership, as set out in Appendix 'A' to the report, be confirmed, subject to Councillor Rigby replacing Councillor Bunting on Planning and Development Management Committee.
- (4) That the Council's three scrutiny Committees be suspended until 30 September 2020 and that the establishment of the Trafford Pandemic Scrutiny Committee be approved to carry out the Scrutiny function as outlined in Appendix 'B' in the intervening period.
- (5) That the Council notes that the arrangements for the holding of virtual meetings and the operation of the proposed scrutiny arrangements will be subject to review by a cross party Constitution Working Group which will have the ability to make recommendations in relation to the continuation of the operating arrangements after 3 months.
- (6) That the Council meeting scheduled for September 2020 consider a further report from the Monitoring Officer, following consultation with the Constitution Working Group, in relation to the calendar of meetings for the remainder of the Municipal year and the proposed arrangements for all meetings for that period.
- (7) That Council approves a general extension to the six-month Councillor attendance rule of 3 months where any member is unable to attend meetings in the circumstances set out in the report, subject to confirmation by the Monitoring Officer, in consultation with the Chair and Vice Chair of the Standards Committee in each individual case, in advance of the six-month period expiring.

**Extraordinary Meeting of the Council  
15 May 2020**

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- (8) That Council approves the appointment of John Addison, Governance Manager, as the Council's Statutory Scrutiny Officer and that the Council's Constitution to be amended to reflect the appointment.
- (9) That the timetable of Council and Committee meetings for the first six months of 2020/21 municipal year be approved, as set out in Appendix 'C' to the report.
- (10) That the positions of Committee Chairs and Vice-Chairs be confirmed, as set out in Appendix 'A' and that where appropriate, nominated Opposition Spokespersons, be noted, subject to Councillor Rigby replacing Councillor Bunting as Opposition Spokesperson on Planning and Development Management Committee.
- (11) That the Membership of the Executive, including the Deputy Leader of the Council, as set out in the Appendix 'D' to the report and appointed by the Leader of the Council until the next Annual Meeting of the Council, be noted.
- (12) That the members of the Shadow Executive as set out in the Appendix 'E' to the report, be noted, subject to Councillor Dr. replacing Councillor Shaw as Shadow Executive Member for Communities and Partnerships.
- (13) That the appointment and memberships of the three Sub-Committees of Licensing Committee, as set out in Appendix 'F' to the report, be approved.
- (14) That the Appointments and Appeals Panel be constituted, the membership for which will be drawn from all members of the Council.
- (15) That the Council's appointments to the Health and Wellbeing Board, as set out in Appendix 'G', be reconfirmed and recommended for endorsement by the Board.
- (16) That representation on those Outside, Independent and Executive Bodies set out in Appendix 'H', be confirmed.
- (17) That the Council delegates 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, sub-committees and outside bodies as may be needed from time to time.
- (18) That the Council delegates to the Corporate Director for Governance and Community Strategy, the authority to make such amendments to the constitution as are necessary to enable the above recommendations to be brought into effect.

**Extraordinary Meeting of the Council  
15 May 2020**

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(19) That the Council approves the following arrangements for dealing with delegated decisions and urgent action:

(a) Delegated Decisions

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.

(b) Urgent Action

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 next Annual Meeting of the Council, 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.

The meeting commenced at 10.07 a.m. and finished at 10.24 a.m.



## TRAFFORD BOROUGH COUNCIL

### EXTRAORDINARY MEETING OF THE COUNCIL (VIRTUAL MEETING)

14 JULY 2020

#### PRESENT

The Worshipful the Mayor (Councillor Rob Chilton), in the Chair.

D. Acton	J. Harding	S.B. Procter
S. Adshead	B. Hartley	T. Ross
A. Akinola	J. Holden	J. Slater
Dr. K. Barclay	C. Hynes	S. Thomas
Miss L. Blackburn	D. Jarman	R. Thompson
C. Boyes	J. Lamb	M.J. Welton
J. E. Brophy	J. Lloyd	A. Western
B. Brotherton	S. Longden	D. Western
D. Butt	A. Mitchell	G. Whitham
K.G. Carter	D. Morgan	A.M. Whyte
G. Coggins	P. Myers	A.J. Williams
M. Cordingley	J.D. Newgrosh	B.G. Winstanley
N. Evans	E. Patel	J.A. Wright
M. Freeman	K. Procter	Mrs. P. Young

#### In attendance

Chief Executive	S. Todd
Corporate Director of Finance and Systems	N. Bishop
Corporate Director of Governance and Community Strategy	J. Le Fevre
Governance Officer	F. Fuschi
Senior Governance Officer	I. Cockill

#### APOLOGIES

Apologies for absence were received from Councillors L. Walsh, S.B. Anstee, J. Bennett, D. Bunting, T. Carey, Dr. S. Carr, C.H. Churchill, J. Dillon, A. Duffield, Mrs. D.L. Haddad, D. Jerrome, P. Lally, M. Minnis, A. New, B. Rigby, B. Shaw, E.W. Stennett and S. Taylor.

#### 1. ANNOUNCEMENTS

##### Former Mayor David Merrell

The Mayor referred to the sad passing at the end of May of past Mayor Mr. David Merrell. Former Councillor David Merrell represented the Village Ward from 1983 to 1987 then the Bowden Ward from 1988 to 2008 and served as the Borough's Mayor in 1997/1998 and a Deputy Leader of the Council.

As a mark of respect, the Council took some in silence to remember a distinguished former colleague.

The Mayor advised that the funeral had taken place in accordance with current restrictions and that he had conveyed the Council's condolences to the family.

**Extraordinary Meeting of the Council  
14 July 2020**

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**2. RE-DESIGNATION OF THE LEISURE CENTRE REFURBISHMENT  
EARMARKED RESERVE**

The Executive Member for Finance and Investment submitted a report proposing the re-designation of the Leisure Centre Refurbishment Earmarked Reserve in order to establish a funding source from which the Council would be able to provide essential financial support to Trafford Leisure, where such support was considered to be reasonable and appropriate, whilst remaining within the agreed budgetary framework for the current financial year.

RESOLVED: That the re-designation of the Leisure Centre Refurbishment Earmarked Reserve to the Leisure Reserve, be approved to be used for the purposes set out in the report.

The meeting commenced at 4.35 p.m. and finished at 4.48 p.m.

## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 30 September 2020  
**Report for:** Decision  
**Report of:** Executive Member for Public Safety, Governance and Reform

### Report Title

**Council and Committee Meetings – Arrangements, Format and Timetable**

### Summary

**The Council is requested to consider the Constitution Working Group's recommendations regarding the continued arrangements for Council and Committee meetings, introduced in response to the Coronavirus Pandemic.**

### Recommendation(s)

That Council agrees to adopt the Constitution Working Group's recommendations, as set out below for Council and Committee meetings for the period October – end December 2020:

1. That the Draft Calendar of Meetings for the period October 2020 to May 2021, as set out in the Appendix 1, be approved.
2. That the Council's meetings should continue to be held virtually and at the earlier time start time of 4.00 p.m. and be concluded by 6.00 p.m. at the latest, with the exception of the full Council meetings in September, October and November, which will be at the usual time of 7.00 p.m. and meetings of the Planning and Development Committee which will continue to be held at 4.30 p.m. and continue until 6.30 p.m.
3. That the arrangements agreed by Council on 15 May 2020 in relation to the Trafford Pandemic Scrutiny Committee and the suspension of the other Scrutiny Committees be extended until the end of 2020.
4. That Council re-affirms the extension of the 6 month attendance rule for Members unable to attend meetings whilst alternative arrangements are in place as agreed by Council on 15 May 2020.
5. That the Constitution Working Group reviews the position again in December 2020 and that a more in depth review of the impact of these arrangements on the efficacy of meetings and on members, including possible alternative options, be conducted and submitted to inform the review in December.

Contact person for access to background papers and further information:

Name: Ian Cockill

Extension: 1387

## 1.0 Background

1.1 The Constitution Working Group reconvened on 9 September 2020 to review the virtual meeting arrangements that had been introduced to enable the Council to continue operating during the national lockdown for the global pandemic. The arrangements had been agreed at the Extraordinary Council meeting on 15 May 2020 and a meeting calendar which included alternative arrangements for Scrutiny was approved until the end of September 2020.

## 2.0 Revised Meeting Arrangements

2.1 Since the Extraordinary Council meeting on 15 May 2020, the Council's meetings have been held virtually. All meetings have started at 4.00 p.m. and, with the exception of the Planning and Development Committee, which finishes at 6.30 p.m. they have been restricted to a 6.00 p.m. finish time.

2.2 A Calendar of meetings, incorporating the revised scrutiny arrangements was agreed until the end of October 2020. A new and revised Draft Calendar of Meetings (Appendix 1) is now presented for agreement to facilitate the decision making process for the period October 2020 to May 2021.

2.3 The Trafford Pandemic Scrutiny Committee was established to oversee the Council's scrutiny function during the national emergency and it was considered necessary to suspend the three appointed scrutiny committees for the foreseeable future. The Chair of Scrutiny and the Pandemic Committee is happy to continue with the single committee arrangement until Christmas. A review will then be undertaken at the end of the year as to whether the Committee continues for the remainder of the municipal cycle or whether the suspended Scrutiny Committees reconvene in early 2021. In addition, it is proposed that an in depth review of Trafford Council Overview and Scrutiny arrangements will be undertaken between now and March 2021.

## 3.0 Potential Impact of virtual Meetings October to December 2020

3.1 The following table shows the frequency of meetings for October - December 2020 and the number of Members and Officers affected.

<b>Committees</b>	<b>No. of Members</b>	<b>No. of Meetings Oct-Dec</b>	<b>No. of key Officers inc. Governance Officers</b>
Accounts and Audit Committee	9	2	5
Council	61	2	5
Executive	10	3	9

Employment Committee	9	1	7
Health and Wellbeing Board	5	1	9
Joint Consultative Panel	9	1	10
Licensing Sub-Committee	3	1	5
One Trafford	3	1	4
Planning and Development Management	13	3	9
Standards Committee	11	1	2
Public Protection Sub-Committee	9	3	8
STAR Joint Committee	1	1	9
Trafford Pandemic Scrutiny Committee	17	1	8
Total:		21	

#### 4.0 Impact of later meeting start times

- 4.1 The Constitution Working Group recognised that although there has been some pressure for a return to 6.30 p.m. start times for Committees particularly given the difficulties which some members face in being able to make themselves available for meetings at the earlier start time, it is clear that the Council and its employees remain at the forefront of the local response to the pandemic.
- 4.2 At the time when the arrangements for virtual meetings were put in place it was generally considered likely that there would have been a significant easing of restrictions by this point in time, which is why it was agreed that the arrangements would be subject to review this month. The expectation was that we would by now have been able to bring at least 40% of the workforce back into the Town Hall and that infection rates would still be continuing to decline. The current reality is somewhat removed from that position with the restrictions locally remaining in place and some areas in Greater Manchester coming under even greater control. Given that the working arrangements for Trafford Council staff are not much changed from when these arrangements were initially put in place, there would be an impact for staff and some of the difficulties associated with an immediate return to 6.30 p.m. meetings are detailed below.
- 4.3 Furthermore a return to face to face meetings at the Town Hall would also have its difficulties in the current climate. The council's Health and safety team have advised against this at present as strict COVID Secure arrangements at the Town Hall are in place, which include a general reduced occupancy levels and restrictions on the occupancy of meeting rooms.

4.4 A return to 6.30 p.m. meetings and continuing on a virtual basis may lead to:

- More interruptions from household members.
- A significant adverse impact on staff welfare and intrusion into home life and the knock-on effect on families. Many employees do not have a designated office within their home and are working from their kitchens and living rooms. Meetings later in the evening will impact on family members restricting their movements and activities during their social time.
- Wi-Fi/Bandwidth issues in both Members and employees' homes with family members accessing other services.
- Lead to an increase in TOIL/Flexi balances for staff supporting the meetings leading to increased absences during the working day/week.

4.5 The Constitution Working Group also noted that most members should be able to claim some time off work to enable them to carry out public duties, although this would not of course apply to members who are self-employed. It was agreed that members would be reminded of this right.

## **5.0 Recommendation**

5.1 That Council agrees to adopt the Constitution Working Group's recommendations, as set out below for Council and Committee meetings for the period October – end December 2020:

- That the Draft Calendar of Meetings for the period October 2020 to May 2021, as set out in the Appendix 1, be approved.
- That the Council's meetings should continue to be held virtually and at the earlier time start time of 4.00 p.m. and be concluded by 6.00 p.m. at the latest, with the exception of the full Council meetings in September, October and November, which will be at the usual time of 7.00 p.m. and meetings of the Planning and Development Committee which will continue to be held at 4.30 p.m. and continue until 6.30 p.m.
- That the arrangements agreed by Council on 15 May 2020 in relation to the Trafford Pandemic Scrutiny Committee and the suspension of the other Scrutiny Committees be extended until the end of 2020.
- That Council re-affirms the extension of the 6 month attendance rule for Members unable to attend meetings whilst alternative arrangements are in place as agreed by Council on 15 May 2020.
- That the Constitution Working Group reviews the position again in December 2020 and that a more in depth review of the impact of these arrangements on the efficacy of meetings and on members, including possible alternative options, be conducted and submitted to inform the review in December.

**VIRTUAL MEETINGS October 2020 – MAY 2021**

	2020			2021						
	October	November	December	January	February	March	April	May		
<b>Saturday</b>								1	<b>Saturday</b>	
<b>Sunday</b>		1						2	<b>Sunday</b>	
<b>Monday</b>		2			1	1 JCP/Employ		3 Bank Holiday	<b>Monday</b>	
<b>Tuesday</b>		3	1 Budget Scrutiny (Session 1)		2	2		4	<b>Tuesday</b>	
<b>Wednesday</b>		4	2		3 Accounts	3		5	<b>Wednesday</b>	
<b>Thursday</b>	1	5	3 Budget Scrutiny (Session 2)		4	4	1	6 Elections	<b>Thursday</b>	
<b>Friday</b>	2	6	4	1 New Year's Day	5	5	2 Bank Holiday	7	<b>Friday</b>	
<b>Saturday</b>	3	7	5	2	6	6	3	8	<b>Saturday</b>	
<b>Sunday</b>	4	8	6	3	7	7	4	9	<b>Sunday</b>	
<b>Monday</b>	5	9	7 JCP/Employ	4	8	8	5 Bank Holiday	10	<b>Monday</b>	
<b>Tuesday</b>	6 One Trafford Lic Sub	10	8 JCB	5	9 JCB	9	6 One Trafford	11	<b>Tuesday</b>	
<b>Wednesday</b>	7	11	9	6	10	10 Health	7 Planning	12	<b>Wednesday</b>	
<b>Thursday</b>	8 Planning	12 Planning CPB	10 Planning CPB	7	11 Planning	11 Planning CPB	8	13 Planning CPB	<b>Thursday</b>	
<b>Friday</b>	9	13	11	8	12	12	9	14	<b>Friday</b>	
<b>Saturday</b>	10	14	12	9	13	13	10	15	<b>Saturday</b>	
<b>Sunday</b>	11	15	13	10	14	14	11	16	<b>Sunday</b>	
<b>Monday</b>	12 Spec.Exec (Budget Proposals)	16	14 Executive	11	15	15	12	17	<b>Monday</b>	
<b>Tuesday</b>	13 JCB	17	15 Pandemic Scrutiny (IR)	12 CYPS	16	16 CYPS	13	18	<b>Tuesday</b>	
<b>Wednesday</b>	14	18	16 Standards (IR) STAR (Stockport)	13 Scrutiny/ Pandemic	17 Budget Exec / Council	17 Scrutiny/ Pandemic	14	19	<b>Wednesday</b>	
<b>Thursday</b>	15 PP Sub	19 PP Sub	17 PP Sub	14 Planning	18 PP Sub	18 PP Sub	15 PP Sub	20	<b>Thursday</b>	
<b>Friday</b>	16 Partnership (inc HWB)	20	18	15	19	19	16	21	<b>Friday</b>	
<b>Saturday</b>	17	21	19	16	20	20	17	22	<b>Saturday</b>	
<b>Sunday</b>	18	22	20	17	21	21	18	23	<b>Sunday</b>	
<b>Monday</b>	19	23 Executive	21	18	22 Executive	22 Executive	19	24	<b>Monday</b>	
<b>Tuesday</b>	20	24 Pandemic Scrutiny	22	19 One Trafford	23	23 Accounts	20	25	<b>Tuesday</b>	
<b>Wednesday</b>	21	25 Annual Council	23	20	24	24 Council STAR (Trafford)	21	26	<b>Wednesday</b>	
<b>Thursday</b>	22 Pandemic Scrutiny	26 Accounts	24	21 PP Sub CPB	25	25 Standards (IR)	22	27	<b>Thursday</b>	
<b>Friday</b>	23	27	25 Christmas Day	22	26	26	23	28	<b>Friday</b>	
<b>Saturday</b>	24	28	26 Boxing Day	23	27	27	24	29	<b>Saturday</b>	
<b>Sunday</b>	25	29	27	24	28	28	25	30	<b>Sunday</b>	
<b>Monday</b>	26 Executive	30	28 Bank Holiday	25 Executive		29	26	31 Bank Holiday	<b>Monday</b>	
<b>Tuesday</b>	27		29	26		30 Scrutiny Review (all Members)	27		<b>Tuesday</b>	
<b>Wednesday</b>	28 Accounts		30	27 Council		31	28		<b>Wednesday</b>	
<b>Thursday</b>	29 Council		31	28 Health			29		<b>Thursday</b>	
<b>Friday</b>	30			29			30		<b>Friday</b>	
<b>Saturday</b>	31			30					<b>Saturday</b>	
<b>Sunday</b>				31					<b>Sunday</b>	

<u>Key:</u>	<u>Full Name &amp; Additional Information</u>
Accounts	= Accounts Committee
CPB	= Corporate Parenting Board
CYPS	= Children Overview & Scrutiny Committee
Council	= Council
Executive	= Executive
Health	= Health Scrutiny Committee
JCB	= Joint Commissioning Board, Trafford Council / Trafford Clinical Commissioning Group (CCG)
JCP/Employ	= Joint Consultative Panel / Employment Committee (following on from JCP )
One Trafford	= One Trafford Partnership Board
Pandemic Scrutiny	= Pandemic Scrutiny
Partnership (inc. HWB)	= Trafford Partnership Day (which includes Health & Wellbeing Board/Strong Communities Board/Inclusive Growth Board/Trafford Partnership Board) - 2021 dates to be confirmed Health & Wellbeing Board Trafford Partnership Board
Planning	= Planning & Development Management Committee
PP Sub	= Public Protection Sub-Committee
Scrutiny/Pandemic	= Scrutiny/Pandemic Committee
Standards	= Standards Committee
STAR	= Stockport, Trafford & Rochdale Joint Committee
(IR)	= If Required



## TRAFFORD COUNCIL

**Report to:** Accounts and Audit Committee  
**Date:** 15 July 2020  
**Report for:** Information  
**Report of:** Cllr Barry Brotherton - Chair, Accounts and Audit Committee (2019/20)

### Report Title

**Accounts and Audit Committee Annual Report to Council 2019/20.**

### Summary

**The report sets out the 2019/20 Annual Report of the Accounts and Audit Committee to be submitted to Council.**

### Recommendation

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

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

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

### **Background Papers:**

**None**

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**TRAFFORD**  
**COUNCIL**

Accounts and Audit Committee  
Annual Report  
To Council

2019-2020

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**FOREWORD BY THE CHAIR OF THE ACCOUNTS AND AUDIT COMMITTEE**

*The Accounts and Audit Committee continued to undertake its planned programme of work through 2019/20 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.*

*During March 2020, the COVID-19 pandemic resulted in the cancellation of the final planned meeting of the year but where possible Members were still provided with a number of updates at this time. Prior to this the Committee had covered a broad range of work through the year, gaining assurance from a number of sources.*

*The Committee is reviewing its planned work programme for 2020/21 in line with changes in statutory requirements and timescales as a result of the pandemic with the aim of continuing to provide its role effectively. This report sets out the work of the Committee during 2019/20.*



**Councillor Barry Brotherton  
Chair, Accounts and Audit Committee 2019/20**

## **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), External Audit (provided by Mazars) and Legal and Democratic Services. Relevant officers within these areas attended various meetings throughout the year. This was supplemented by assurance and guidance from other sources where this was considered appropriate, for example from Council managers and external advisors.

### **Purpose of the Report**

The purpose of this report to Council is to:

- summarise the work undertaken by the Accounts and Audit Committee during 2019/20 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 and 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.

<b>Accounts and Audit Committee Membership</b>	
<b>2019/20 (as at March 2020)*</b>	<b>2020/21</b>
Cllr Barry Brotherton (Chair)	Cllr Barry Brotherton (Chair)
Cllr Judith Lloyd (Vice Chair)	Cllr Judith Lloyd (Vice Chair)
Cllr Jayne Dillon	Cllr Jayne Dillon
Cllr Anne Duffield	Cllr Anne Duffield
Cllr Barry Winstanley	Cllr Barry Winstanley
Cllr Chris Boyes	Cllr Chris Boyes
Cllr Alan Mitchell	Cllr Alan Mitchell
Cllr Paul Lally	Cllr Geraldine Coggins
Cllr Geraldine Coggins	Ms. Jeannie Platt**
Ms. Jeannie Platt**	

## 2019/20 Accounts and Audit Committee – Annual Report to Council

\*Note: Cllr Liz Patel was Vice-Chair at meetings in June, July and October 2019 prior to leaving the Committee due to being appointed to the Executive. Cllr Judith Lloyd was subsequently appointed Vice- Chair and Cllr Barry Winstanley was appointed to the Committee).

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

## **ACCOUNTS AND 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 2019/20.

The Committee agreed its work programme at the start of the year to ensure it met its responsibilities. For 2019/20, 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.

Committee meetings were held on the following dates in 2019/20: 19 June, 23 July, 29 July, 30 October and 5 February. There was some disruption to the Committee's 2019/20 work programme as the March 2020 meeting was cancelled due to the COVID-19 pandemic. Where possible, information was shared with Members or reporting deferred to a future meeting.

The Committee fulfilled its role in respect of the approval of the Council's accounts for 2018/19. In October 2019, the Committee had gained assurance through the 2018/19 Annual Audit Letter by the External Auditors (Mazars), that the financial statements give a true and fair view of the Council's financial position and financial performance for 2018/19. The Auditor's report concluded that in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019, except for the overall effectiveness of the Council's services for children. This reflected the outcome of the Ofsted report issued in May 2019 although it was noted that the Council had taken steps to address the issues raised with a Full Improvement Plan in response to the Ofsted findings.

Assurance in terms of the outcome of the 2019/20 External Audit of the Council's financial statements and a conclusion on the Council's value for money arrangements will be reported later in 2020 to the Committee as part of the External Auditor's 2019/20 Audit Completion report. As detailed in this report, due to the COVID-19 pandemic, statutory deadlines for the approval of audited accounts have been revised in accordance with the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020.



## 2019/20 Accounts and Audit Committee – Annual Report to Council

The work programme also 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 2019/20**

**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.

<b>Work Completed</b>	<b>Outcome/ Impact</b>
<p><b>June 2019</b> The Annual Head of Internal Audit Report was submitted, providing an opinion on the adequacy and effectiveness of the Council’s control environment during 2018/19 based on Internal Audit work undertaken during the period.</p> <p><b>October 2019 and February 2020</b> The progress of Internal Audit work conducted by the Audit and Assurance Service during 2019/20 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 2019 and February 2020.</p> <p><b>March 2020</b> As the meeting scheduled for 24 March 2020 was cancelled due to the COVID-19 outbreak, a report on the 2020/21 Internal Audit Plan was circulated to Committee Members with the intention of including this report on the agenda for the next available meeting in 2020/21. The report also included a copy of the Internal Audit Charter and Strategy.</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. The Committee was able to raise queries to request further information where applicable and obtain 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>Accounts and Audit Committee Members were provided with details of planned Internal Audit work for reference ahead of further meetings in 2020/21 where planned work and subsequent findings could be discussed.</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.

<b>Work Completed</b>	<b>Outcome/ Impact</b>
<p><b>June 2019</b></p> <p>The Committee received a report from Mazars on the progress made in delivering its responsibilities as the Authority’s external auditor. It was noted that the 2018/19 accounts audit was in progress. The Committee was also provided with information regarding the Audit Fees charged.</p>	<p>The Committee was able to monitor progress in respect of external audit work and advised regarding the basis for the level of audit fees.</p>
<p><b>July 2019</b></p> <p>At its meeting on 29 July 2019, the Committee received the Draft Audit Completion Report setting out the findings to date from the External Auditor (Mazars) in respect of the audit of the Council’s accounts for the year ended 31 March 2019 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). In introducing the report the auditor commented on the exceptional quality of the accounts and supporting documents produced.</p> <p>At the end of the meeting, Mazars also presented a further item. This was deemed to be an “Exclusion resolution item” due to the likelihood of the disclosure of exempt information as set out in the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006. Information was therefore not provided for publication. An oral update was presented following correspondence received by the External Auditor and details of conclusions reached from the subsequent investigation.</p>	<p>At the time of the meeting further work was required to be undertaken by the External Auditor to complete the 2018/19 Audit. The Accounts and Committee therefore agreed to delegate its responsibility for the formal approval of the accounts to the Chair of the Committee. (See October 2019 update below for the final outcome of the audit of the financial statements and value for money conclusion).</p> <p>Committee members were provided with assurance that in responding to an extraordinary situation, the Council had not taken any actions which were contrary to its constitution or powers. It was concluded by the External Auditor that it would be helpful for the constitution to contain more detail and guidance in relation to the issue reviewed. It was subsequently agreed that changes would be proposed.</p>

External Audit (Continued)	
Work Completed	Outcome/ Impact
<p><b>October 2019</b></p> <p>The Committee received the Council’s Annual Audit Letter for the year ended 31 March 2019, setting out the key findings arising from the work of the External Auditor.</p> <p>The Committee also received a progress update by the External Auditor as at October 2019. This included details of proposed planning for the 2019/20 audit. The reports also referenced a range of national publications which might be of interest to the Committee’s Members in undertaking their role.</p>	<p>The Annual Audit Letter from Mazars confirmed that an unqualified opinion was given on the financial statements referring to their report which stated that ” ..in our view, the financial statements give a true and fair view of the Council’s financial position as at 31 March 2019 and of its financial performance for the year then ended.”</p> <p>The External Audit Annual Letter also concluded 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 ended 31 March 2019, except in relation to issues raised from the Ofsted report issued in May 2019 on Children’s Social Care. The report noted that the Council had taken steps to address the issues raised with a Full Improvement Plan in response to the Ofsted findings.</p>
<p><b>February 2020</b></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 2020. 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 2019/20 audit. As part of the update, Members’ attention was drawn to a range of national publications deemed to be potentially of interest to the Committee in undertaking its work.</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><b>March 2020</b></p> <p>A report by Mazars was circulated to Committee Members providing the latest progress update on its delivery of its audit responsibilities as at March 2020. It was noted 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. (Further to the update being given in March 2020, given the COVID-19 outbreak, statutory deadlines for the approval of audited accounts were revised from 31 July 2020 to 30 November 2020, which resulted in changes to previously agreed timescales for the completion 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.

<b>Work Completed</b>	<b>Outcome/ Impact</b>
<p><b>July 2019</b></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 risk register, including changes in risk level.</p>	<p>The Committee received assurance on the arrangements for reviewing key strategic risks.</p>
<p><b>October 2019</b></p> <p>A report was submitted by Financial Management providing details of the Council’s insurance arrangements and activity in 2018/19. This included details in respect of insurance costs and claims activity during the period.</p> <p>The Committee received a further update report on the Council’s Strategic Risk Register.</p>	<p>Members asked questions, requested further information 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 and considered areas of risk for further updates at future meetings.</p>
<p><b>March 2020</b></p> <p>It was originally planned that the Committee would receive a further Strategic Risk Register update but given the cancellation of the March 2020 meeting this was rescheduled to be included as an item at the next available Committee meeting in 2020/21.</p> <p>A presentation on one of the items on the Strategic Risk Register (Cyber Security) was originally planned for the March 2020 meeting and will be included as an agenda item at a later meeting in 2020/21.</p>	<p>The Committee would receive a strategic risks update at its next available meeting.</p> <p>Given the cancellation of the March 2020 meeting, the Accounts and Audit Committee work programme would be reviewed and updated to ensure relevant agenda items were included in future meetings in 2020/21.</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.
- Approve the final version of the Annual Governance Statement.

<b>Work Completed</b>	<b>Outcome/ Impact</b>
<p><b>June 2019</b> A report setting out the 2018/19 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 was able to ask questions regarding the content of the AGS and Corporate Governance Code at draft stage prior to approving these at a later meeting.</p>
<p><b>July 2019</b> The final versions of the AGS and Corporate Governance Code were submitted to the Committee. It was noted that there were no significant changes to the draft versions previously shared in June.</p>	<p>The Committee approved the content of the AGS. The finalised version of the AGS was subsequently signed by the Chief Executive and Leader at the same time as the Audited Accounts were approved in September 2019 and published on the Council website.</p> <p>In addition, further to the report received in June 2019 setting out the updated draft Corporate Governance Code, the Committee approved the updated Code at its July 2019 meeting.</p>
<p><b>February 2020</b> A report setting out the proposed approach / timetable to ensure compliance with the production of an AGS for 2019/20 was presented. (noting a final version was due to be approved by 31 July 2020).</p>	<p>Procedures and responsibilities of Members and Officers in the process for producing and approving the 2019/20 AGS were agreed. (Since the February meeting, due to the COVID-19 pandemic, timescales were changed from that shown in the report given the new statutory deadline of 30 November 2020 for completion of the AGS).</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.

<b>Work Completed</b>	<b>Outcome/ Impact</b>
<p><b>July 2019</b>                      The Committee received a report of the Counter Fraud and Enforcement team outlining the Councils’ fraud prevention and detection performance and activities in 2018/19, as well as the team’s plans for 2019/20. The report included case study examples to show how the team contributes to fighting fraud and protecting public funds. (The Committee will receive an update on outcomes from work completed in 2019/20 at a meeting later in 2020).</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><b>February 2020</b>                      As part of the 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. An update on outcomes from the exercise which commenced in 2018/19 was provided.</p>	<p>The Committee gained assurance that the Council was playing an active role in supporting the National Fraud Initiative.</p>

**Accounts / Financial Management**

The role of the Committee is to:

- Approve the Council’s Annual Statement of Accounts including subsequent amendments.
- Consider the External Auditor’s report on the audit of the Council’s annual financial statements.
- Be responsible for any matters arising from the audit of the Council’s accounts, including the auditor’s opinion on the accounts, identification of any misstatements, comments on the accounting and internal control systems and qualitative aspects of accounting practices and financial reporting.

<b>Work Completed</b>	<b>Outcome/ Impact</b>
<p><b>June 2019</b></p> <p>A report was submitted on the outcome of the review of treasury management activities for the previous financial year. (In advance of the June Committee meeting, a training session was provided for Committee Members on Treasury Management).</p>	<p>The Committee had the opportunity to review the information provided and asked a number of questions including in relation to the checks, balances and review mechanisms associated with treasury management decision making. Assurance was obtained that treasury management activities adhere to all legislative and regulatory requirements including the CIPFA Prudential Code for Capital Finance.</p>
<p><b>July 2019</b></p> <p>At an Extraordinary Accounts and Audit Committee Meeting on 23 July, the Committee were presented with a report setting out proposed changes to the Treasury Management Investment Strategy. These were made with the aim to extend the Treasury Management Strategy so that it further supported the Council’s approach in areas around green technology and investments that supported the Council’s asset investment strategy.</p> <p>The Council’s 2018/19 accounts and also the draft revenue budget and capital investment programme outturn reports were presented to the Committee at its meeting on 29 July 2019. Members were advised of the possibility of further amendments to the accounts prior to the formal completion of the audit. (In advance of this Committee meeting, a training session was provided for Committee Members to provide information regards the draft accounts and outturn reports).</p>	<p>The Committee agreed to the recommendations in the report to be made to the next Council 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 Corporate Director of Finance and Systems would approve the accounts (Further to the meeting, the Accounts were approved in September 2019).</p>



<b>(Accounts/Financial Management continued)</b>	
<b>Work Completed</b>	<b>Outcome/ Impact</b>
<p><b>October 2019</b> A report was presented providing an update on the progress of the treasury management activities undertaken for the first half of 2019/20.</p> <p>(Also see Risk Management: October 2019 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. The Committee was able to ask questions and receive clarification on a number of issues relating to loans and investments.</p>
<p><b>February 2020</b> A Treasury Management report was submitted setting out the Council’s strategy for 2020/21 – 2022/23. This included the debt strategy, minimum revenue provision (amounts set aside for debt repayment) and investment strategy. (In advance of the February meeting, a training session was provided for Committee Members in January 2020 to focus on issues within the Treasury Management Strategy report).</p> <p>The Committee received a presentation on the STAR Shared Procurement Service. This covered aspects of STAR’s activities, achievements and future plans.</p>	<p>The Accounts and Audit Committee recommended that the Council approve the various elements of the Treasury Management Strategy.</p> <p>An opportunity was provided for Members to raise questions which included a focus on work being undertaken to maximise social value when undertaking procurement exercises. It was agreed Committee Members would receive further information and updates as required.</p>
<p><b>March 2020</b> A report was circulated to Accounts and Audit Committee Members which explained the accounting concepts and policies which would be used in preparing the 2019/20 annual accounts.</p>	<p>Members were advised there were no material changes to the Accounting Policies for the 2019/20 accounts but were advised of future changes which would apply for the 2020/21 accounts in respect of accounting for leases.</p>
<p><b>All meetings</b> The Accounts and Audit Committee received the most recent available monthly budget monitoring reports for 2019/20, 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:** 30 September 2020  
**Report for:** Information  
**Report of:** Executive Member for Finance and Investment

### Report Title

**Year End Corporate Report on Health, Safety & Wellbeing – 1 April 2019 to 31 March 2020**

### 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, safety and wellbeing for the period 1 April 2019 to 31 March 2020

### Recommendation(s)

1. That the report is noted.

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

Name: Richard Fontana Strategic HR Lead – Health, Safety and Wellbeing  
 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 and proactive work 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	Management of violence and aggression risks continues to be a strong area of focus for the Trafford Council
Health & Wellbeing Implications	The Employee Wellbeing Strategy provides a framework to improve and support the health and wellbeing of our workforce
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 12 month period from 1 April 2019 - 31 March 2020. It provides:

- Key health and safety performance data across the organisation, highlighting proactive and reactive activities undertaken by the Health and Safety Unit (HSU) to provide assurance of compliance with legislation.
- An overview of activities and initiatives delivered with partners to support our workforce under the '*EPIC You* – Health and Wellbeing Strategy'

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 2019-20 include:

- Conducting a range of audits and health and safety support including the One Trafford Cemeteries Service, Care at Home Service and review of lifting equipment maintenance arrangements across the Council and schools
- Continuing review of managing violence and aggression risks within Council Services and Schools.
- Delivering a comprehensive Health and Safety SLA programme to 79 schools within the Borough including the majority of Trafford Community Schools
- Providing a range of face to face health and safety training to 207 colleagues in addition to online training.
- Delivering a range of health and wellbeing activities and opportunities to the workforce under the *EPIC You* Employee Health and Wellbeing Strategy 2019-22
- Initial COVID-19 support and guidance to our services. Further in depth analysis of our COVID-19 support will be detailed in the next Corporate Health and Safety 6 month Report April-September 2020

## **2. Monitoring Statutory Compliance**

### **2.1 Health and Safety Audits and Support in Council Services and Schools**

HSU continues a targeted programme of audits and support within schools and services to monitor statutory compliance and identify areas of risk to the Council.

Where an audit report is provided, it provides a summary of findings including identified good practice and an action plan to address areas of non-compliance or further development. Where appropriate a compliance score with a rating of excellent, good, fair or poor may be given. Further monitoring will take place where significant issues are identified or support is needed. Certain audits or supportive visits may not be scored due to the nature of the visit being completed e.g. bespoke or monitoring audits and fire risk assessments.

#### **2.1.1 Council Services**

##### **One Trafford Partnership Audit**

HSU supported the Council's One Trafford Client Team within 'Place' with a joint audit of the One Trafford Cemeteries Service. This forms part of Trafford Council's arrangements as client to monitor the health and safety performance of Amey LG as contractor.

Audit findings indicated that risk assessments had been reviewed and were current, but were to be developed further to address specific site issues. Further areas for development included an improved health surveillance programme for risks from noise and hand-arm vibration in the use of equipment. Health and Safety performance issues are discussed at One Trafford Partnership meetings with representatives from the Client Team and Amey Services.

##### **Care at Home Service Support**

HSU supported the Care at Home Service to refresh their health and safety arrangements following the integration of health and social care. This involved a review of local health and safety arrangements and safe systems of work including the risk assessment/support plans carried out for service users by both Health teams and Care at Home.

##### **Lifting Equipment Inspection Review**

There is a legal requirement to ensure equipment which is used to lift people, such as passenger lifts, hoists, slings and vehicle tail-lifts undergo routine maintenance and a 'thorough examination' every six months. HSU, in conjunction with the Insurance Team, conducted a review with relevant services and community schools to ensure they have appropriate arrangements in place for such equipment they are responsible for.

##### **Violence and Aggression Workstreams**

Management of violence and aggression remained a focus of the HSU work during 2019-20. A key piece of work has been the review of Trafford Town Hall and Sale Waterside Security relating to service users and visitors within the reception areas.

At TTH, a full review of the arrangements for access control and security arrangements was undertaken considering some significant incidents of volatile behaviour. This included observation and discussion with relevant teams, liaison with a Greater Manchester Police Advisor and the Council's Insurance Provider and work between Health and Safety Unit and Amey Facilities Management.

The review made a number of recommendations to improve physical and procedural controls for managing violent and aggressive incidents within TTH and the reception area. A security guard is currently being trialled to improve security presence at TTH and enable incidents to be responded to and monitored.

At Sale Waterside improved security access has been provided to the staff lobby area and lifts to minimise the risk of unauthorised access into the building.

Additional physical security measures are now being evaluated and progressed at these office locations. Further information concerning violence and aggression is detailed in section 3.2.1 where the accidents statistics are examined.

**2.1.2 Schools**

In 2019-20, 51 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 69% and 100%. Of those, 29 audits provided bespoke advice and guidance including a number of visits targeting support for site managers and as such these were not scored visits.

**2.1.3 Schools achieving ‘good’ or ‘excellent’ compliance rates**

Twenty schools audited achieved a good or excellent score (between 75-100% compliance), as listed below, including 12 of which were Trafford Community Schools.

<b>Schools</b>	Full Health and Safety Audit	4
	Premises Audit	4
	Risk Assessment	1
	Sports/PE	1
	Play Area	2
<b>Total</b>		<b>12</b>

Only two schools (including one community school) received a ‘fair score’ of 69% as part of a premises management audit, but is being supported in the subsequent action plan to make required improvements.

**2.1.4 SLA Buy Back**

Currently, 79 schools have purchased the Health and Safety SLA for 2019-20, compared to 74 in the previous year. Only one community school has not purchased the SLA. The breakdown of schools who have bought back the SLA is shown in table 1.

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

<b>School Type</b>	<b>Number</b>
Community	41
Voluntary Controlled	1
Voluntary Aided	21
Independent	2
Academy	14
<b>Total</b>	<b>79</b>

### 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.

Overall the total number of accidents in 2019-20 have significantly declined compared to the previous year from 174 incidents to 136. These are the lowest figures over the last four years.

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

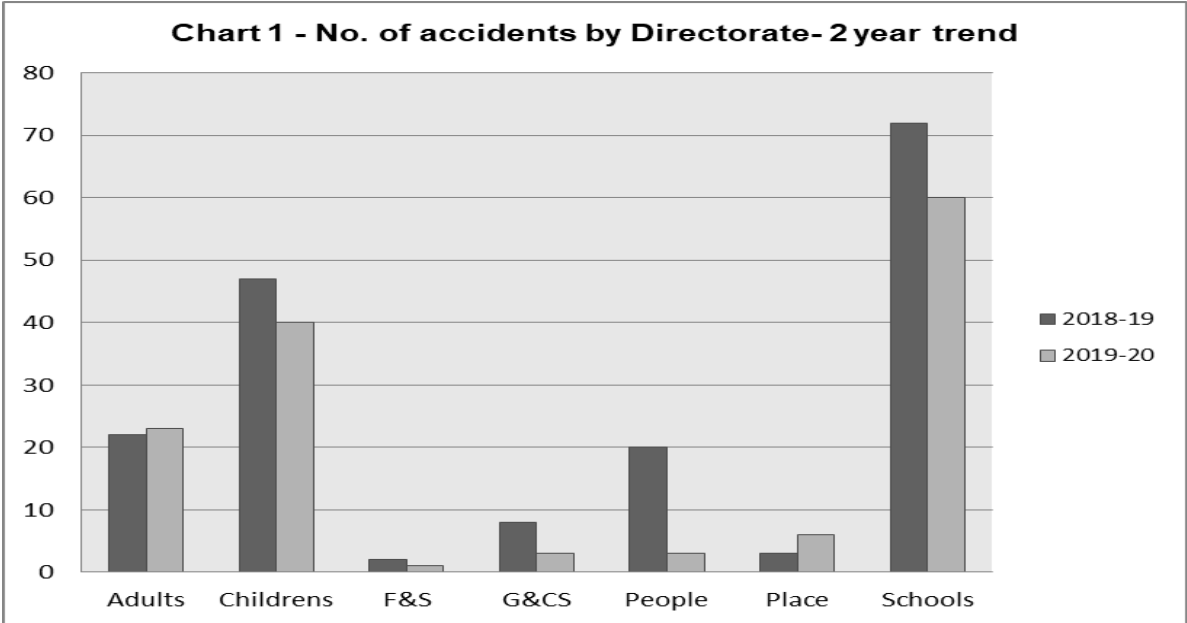
Indicators – Year End Results	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Total no. of accidents to employees (reported to HSU)	231	124	143	175	174	136
Number of employees (including schools)	5749	5506	5394	5504	5732	5271
Overall rate of accidents to employees/100 employees	4.02	2.25	2.65	3.17	3.04	2.58

*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 2019 to 31 March 2020. A summary of the findings is detailed below.

#### 3.1 Numbers of Accidents by Directorate

The majority of Directorates and schools have seen a falling trend in reported incidents. Adults have seen a small rise and Place have again reported a low number of incidents but seen a slight rise in those notified.



**3.1.1 Adults**

Services in this Directorate have seen an increase of just 1 accident in 2019-20 compared the previous year (from 22-23). Eleven of those incidents related to violence and aggression including 1 incident of verbal threat or intimidation and 10 incidents of physical assault.

**3.1.2 Childrens**

Childrens accounted for 40 incidents in 2019-20, which was a decrease of 7 incidents from the previous year. Similarly to Adults, the majority of incidents related to violence and aggression with 6 incidents related to verbal threats or intimidation and 14 incidents of physical assault. However it was also noted that there were 10 reports of road traffic collisions mainly involving Passenger Transport.

**3.1.3 Finance and Systems, Governance and Community Strategy and People**

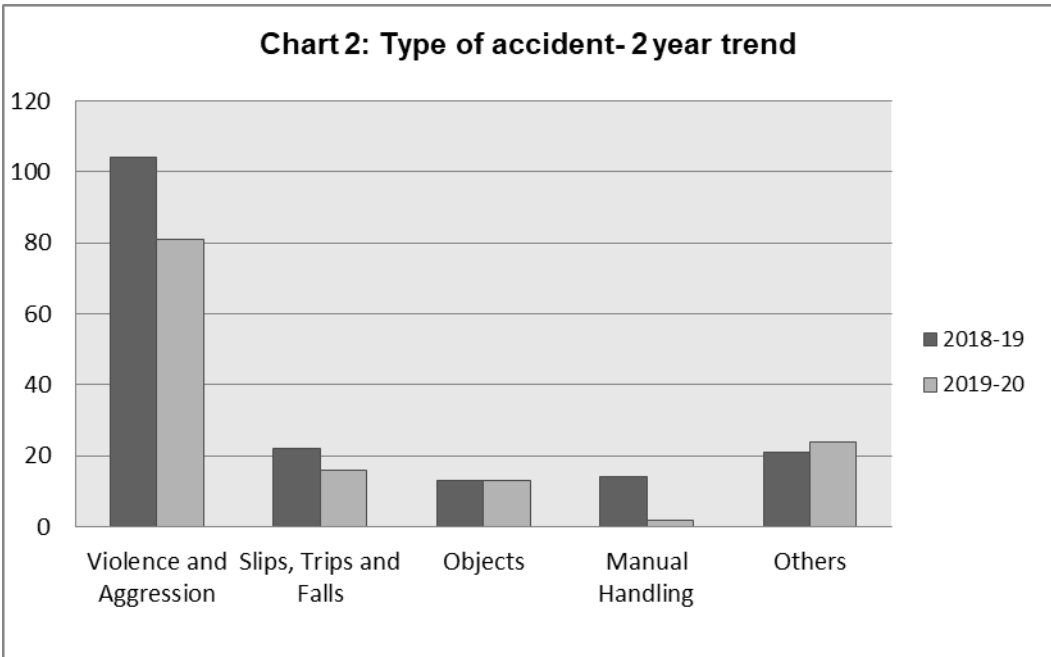
These 3 Directorates all reported very low numbers of accidents in 2019-20. Of particular note is People, who saw a substantial decrease in incidents, from 20 in 2018-19 to just 3 the following year.

**3.1.4 Place**

Place saw an increase in reported accidents (3-6). Three of these incidents were verbal threats/intimidation within Regulatory Services. There were no other particular trends.

**3.2 Types of Accidents**

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2018-19. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate.



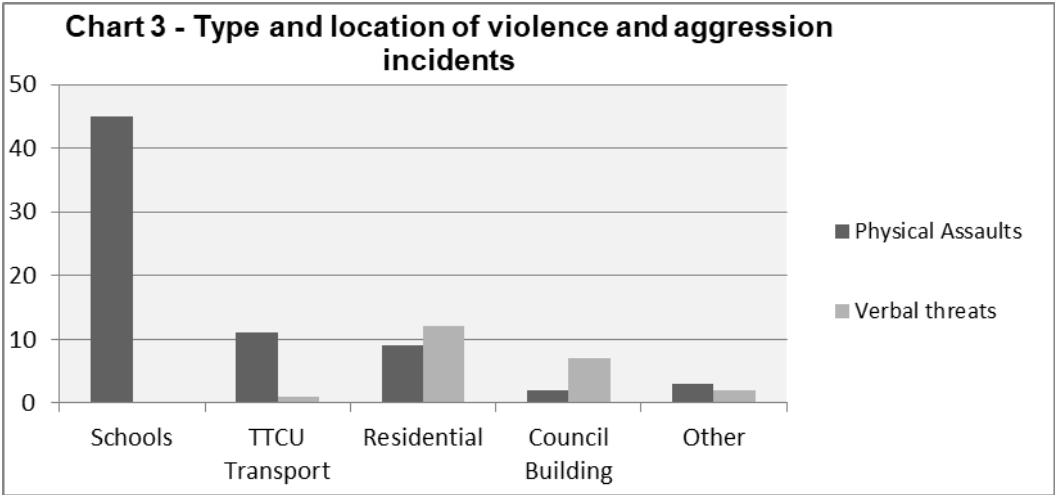


### 3.2.1 Violence and Aggression

Violence and aggression incidents (threats of assault/intimidation and physical assaults) remains the most reported accident type, however there has been a notable reduction in these incidents compared to 2018-19 (From 104-81).

Physical assaults include a wide range of physical incidents stemming from aggressive behaviour and accounted for 70 incidents (compared to 80 in the previous year). There were 11 incidents of verbal threats or intimidation reported down from 24 in 2018-19

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



Special Schools reported the majority of physical assaults when dealing with Children presenting challenging behaviour although the number reported had fallen in schools from 53 incidents in 2018-19 to 45.

Trafford Transport Provision (TTCU) reported 11 cases of physical assault, which was a reduction from 17 reported incidents in the previous year. There has been an increase in physical assault reports within residential care properties (from 6-9). However 5 of these relate to a specific service user being supported within Adult Services.

Threats of threats of assault/intimidation have been reported from a range of front line services including Regulatory Services, Adults and Children’s Social Services and Customer Services. These have included extremely volatile behaviour in council buildings, abuse received face to face and three incidents by telephone.

In addition to the building security review work outlined in section 2.1.1, HSU have worked with a variety of services and made recommendations to improve the management of violence and aggression. Recommendations have included:

- The provision of improved positive behaviour support training, de-escalation training and relevant intervention training within Children’s Placements, Supported Living and TTCU
- Developing and improving the flow of placement assessment information between Social Services, Schools and TTCU

**3.2.2 Other Accidents**

There has been a significant decrease in moving and handling related incidents in 2019-20, with only 2 incidents reported. HSU delivers a wide range of moving and handling training and support as outlined in table 5. The Employee Health and Wellbeing Strategy 2019-22 (detailed further in section 5), also focuses on musculo-skeletal disorders with the aim of delivering interventions to improve absence related to such issues.

Slips, trips and fall incidents remain the second most common incident but have decreased from 22 incidents in 2018-19 to 16 incidents. There were no particular trends evident. Three of these incidents were reportable to the Health and Safety Executive as detailed in section 3.

Road traffic collisions accounted for 13 reported incidents in 2019-20 which is the highest reported level in this category over recent years. These have mainly occurred with TTCU (10 incidents). Although there are no clear causal trends, this area will be monitored further.

**3.3 Rate of Reportable Injuries to Staff**

There have been five incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive. These incidents included:

*Major injury:*

- An incident in TTCU when a Passenger Assistant fell from a bus causing a wrist fracture

*More than 7 days absence:*

- A teaching assistant suffering a sprain injury during a sports session
- A trip incident to a cleaner
- A slip incident to a pest control officer at a private property
- A support worker suffering lifting and handling injuries when aiding a service user into a standing position

**Table 3: Rate of reportable injuries to staff**

Local performance indicator	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Total Number of reportable accidents	13	14	5	3	3	11	5
Target for rate of reportable accidents/100 employees	0.30	0.28	0.26	0.24	0.22	0.20	0.18
Actual rate of reportable accidents/100 employees	0.21	0.24	0.09	0.06	0.05	0.19	0.09

## 4. Delivery of Health and Safety Improvement Plan

In line with the current Health and Safety Plan and ongoing delivery of support to services and schools, the following work areas continue to be delivered:

### 4.1 Key Work Programme Actions

The following actions detailed in Table 3 have been completed or are being progressed within HSU:

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

Area of development	Actions	Status
<b>Corporate and schools guidance review</b>	Refreshed Corporate Health and Safety Policy	Completed
	Fire Policy	Final draft
	Display Screen Equipment Guidance	Progressing
	Refreshing the Health, Safety and Wellbeing Intranet Guidance Pages	Progressing
	Adult Social Services Medication Policy	Progressing
<b>Corporate Audits</b>	One Trafford Partnership Cemeteries Audit	Completed
	TTH Security arrangements	Completed
	Corporate Lifting Equipment Use and Maintenance	Completed
<b>Schools health and safety SLA</b>	Completion of programmed school SLA audits	Completed
	Site Managers Support Package	Completed
<b>Fire Evacuation arrangements</b>	Regular review of emergency evacuation arrangements including procedures, fire marshal provision/training and fire evacuation drills	Ongoing
<b>First aid</b>	Regular review of first aid provision across the Council	Ongoing

### 4.2 Training

The HSU has continued to work with the Learning and Development Team to ensure that a calendar of training for health, safety and wellbeing, is in place across the organisation. HSU has also provided direct training sessions to Trafford employees and schools. Table 4 below details the training delivered

**Table 5: Training delivered April 2019-March 2020**

<b>Course/Training</b>	<b>Number of Courses</b>	<b>Number Attended/Trained</b>
Fire Evacuation Chair Training	1	5
Fire Awareness - Services	2	19
First Aid at Work Refresher (2 day)	1	3
First Aid at Work (3 day)	3	17
Emergency First Aid at Work	4	43
Moving and Handling (People) Transport	3	21
Moving and Handling (Adults) Update	4	19
Moving and Handling (Adults) 2 day induction	1	7
Moving and Handling (Adults) private Providers	2	14
Moving and Handling Hoist Specific Training for Supported Living	1	6
Trusted Assessor Training*	1	11
Moving and Handling (Objects) Schools	1	26
Working at Height (Use of Ladders)	2	16
Online - Health & Safety in the Workplace	-	416
Online - Mental Health Good Practice	-	122

\*To enable Health and Social Care Staff to assess and order simple moving and handling equipment to aid discharge of service users

### **4.3 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.

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

A total of 55 DSE (computer) workstation assessments have been carried out 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.

### **4.5 Event Applications**

The HSU has reviewed a total of 65 event applications for community events take place at numerous locations across Trafford.

## 4.6 Moving and Handling Assessments

The Council's Moving and Handling Lead and Consultant have completed the following 'complex' moving and handling assessments, providing support for staff and service users.

Complex Moving and Handling referrals	Number of referrals
Complex M&H - Adults	4
Complex M&H - Children	10
Complex DSE	2
Vocational Rehabilitation	1

## 4.7 Fire Safety

The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services and schools including:

- Fire risk assessment conducted within 11 schools and two Corporate Estate Properties
- Coordinating two full fire evacuations at Trafford Town Hall and Sale Waterside and also a review of an unplanned evacuation from the Town Hall caused by the accidental activation of a call point.

## 4.8 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.

Linked to this framework, HSU also supported an 'EPIC Waterside' working group to develop and improve office accommodation at Sale Waterside. This work included the trial procurement and roll out of 200 new ergonomic office chairs to replace existing stock.

## 5. Employee Health and Wellbeing Strategy - 'EPIC You'

The Employee Health and Wellbeing Strategy 2019-22, EPIC You, continues to deliver a range of support and opportunities in order to provide a Trafford 'Workplace' that encourages and enables staff to lead healthy lives and make choices that support positive wellbeing.

Under key themes of 'healthy lifestyle', 'mental wellbeing', 'musculo-skeletal health' and 'occupational health and safety support', interventions are delivered collaboratively with key partners in Human Resources, Partnerships and Communities, Public Health, CCG and Trade Unions and with the strong involvement of our EPIC Pioneers and workforce.

Table 6 summarises the range of activities and support that took place during 2019-20.

**Table 6: EPIC You Health and Wellbeing Activities and support**

Activity	Details
<b>Trafford Council/CCG Mental Health First Aid Network</b>	<p>Provision of a Mental Health First Aid support service for all colleagues in the Council and the CCG</p> <p>Trained volunteers from our workforce who are a point of contact if colleagues are experiencing a mental health issue or emotional distress. Details of all 19 Mental Health First Aiders can be found on our HR Health, Safety and Wellbeing intranet pages and on displayed posters.</p>
<b>Mental Health Awareness Week and Dying Matters Week (May 2019)</b>	<p>Council/CCG week of special events to highlight issues surrounding mental health, death and bereavement.</p> <ul style="list-style-type: none"> <li>• Mental Health Awareness Market Place event on the Street at TTH involving over 20 voluntary sector organisations and mental wellbeing services</li> <li>• Mental Health Awareness Sessions at TTH and Sale</li> <li>• A ‘Death Café’ was held at TTH Library to encourage informal discussion and reduce the stigma of talking about death, dying and bereavement.</li> <li>• Mindfulness sessions were held at both at TTH and Sale</li> <li>• A Mental Health First Aid Lunch and Learn session at TTH gave an overview of this excellent role.</li> <li>• Charity cake sale and dress down day in support of Francis House</li> </ul>
<b>Health and Wellbeing Week (Jan 2020)</b>	<p>Council/CCG week to offer a number of activities to help boost the health and wellbeing of our colleagues. Activities delivered under key themes each day:</p> <ul style="list-style-type: none"> <li>• Daily health checks for colleagues</li> <li>• Smoking cessation sessions</li> <li>• Trafford Leisure and healthy lifestyle promotion including led walks, yoga sessions and an active workplace workshop</li> <li>• Safe and healthy workstation demonstrations</li> <li>• Financial support drop ins</li> <li>• Mindfulness classes and stress and wellbeing workshops</li> </ul>
<b>Healthy Lifestyle and Active Travel Promotion</b>	<ul style="list-style-type: none"> <li>• Supporting Clean Air Week (June 2019), opportunities for active travel including cycling and walking were promoted and free cycle servicing was provided at TTH and Sale Waterside</li> <li>• Staff sports tournaments were held throughout August</li> <li>• Global Climate Day of Action (Sept 2019) was supported collaboratively to promote improved health and wellbeing and climate action through active travel, better air quality and energy efficiency. Activities included:             <ul style="list-style-type: none"> <li>- An engagement stand with a variety of information and advice</li> <li>- A presentation on steps you can take to reduce your carbon footprint.</li> <li>- Free cycle servicing for employees</li> </ul> </li> </ul>

## 6. COVID-19 Support

COVID-19 has brought significant challenges for the Council in protecting the health, safety and wellbeing of our workforce and the continuing delivery of front line services. The Health and Safety Unit are continuing to play a key and demanding role in supporting the Council and Services in managing the risks associated with COVID-19.

The major implications and delivery of work streams to support these issues were very much aligned with the issuing of government guidance and restrictions that were implemented towards the end of March 2020. As such the work to support COVID 19 will be thoroughly detailed in the next Corporate Health and Safety 6 month report for April-September 2020. However key work to summarise includes:

- Supporting staff to work from home wherever possible including the provision of additional guidance and advice to assist staff to work at home comfortably
- Participation and support to a PPE Working Group to ensure the procurement and distribution of PPE to our core and commissioned services where needed.
- The roll out of an online moving and handling support package and additional moving and handling training for colleagues and redeployed staff working within Ascot House and Supported Living
- The development of COVID- 19 risk assessment templates and guidance for our buildings, schools, services and persons and greater risk.

## **6.12 Key Health and Safety Data**

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

## **7. Conclusion**

The report has highlighted a wide and varied range of health, safety and wellbeing support that has been delivered across the organisation to our workforce and partners throughout 2019-20.

Notified incidents have fallen to the lowest level for the past 4 years and HSU continues to provide a robust level of support through the Schools SLA and directly to our Services. Work has continued to focus on the risks associated with violence and aggression. The EPIC You Health and Wellbeing Strategy has continued to support the mental and physical wellbeing of our workforce. This work will continue in 2020-21.

The COVID-19 Pandemic will continue to heavily impact upon and shape the work delivery over the coming year, however this reinforces the vital importance of having dedicated health, safety and wellbeing support available for our workforce.

## Corporate Accident Statistics April 2019 - March 2020

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

Directorate	Service Area	No of incidents
<b>Adults Services</b>	Adults Neighbourhood Teams	21
	All Age Commissioning	2
<b>Total</b>		<b>23</b>
<b>Childrens Services</b>	Early Help and Family Support	2
	Social Care and Edge of Care	5
	Education Standards, Quality and Assurance	29
	Children in Care and Leavers	2
	Front Door and Social Care	2
<b>Total</b>		<b>40</b>
<b>Finance and Systems</b>	Transformation	1
<b>Total</b>		<b>1</b>
<b>Governance and Community Strategy</b>	Customer Services	3
<b>Total</b>		<b>3</b>
<b>People</b>	Cleaning Support Service	1
	Catering Operations	2
<b>Total</b>		<b>3</b>
<b>Place</b>	Planning and Development Services	1
	Regulatory Services	5
<b>Total</b>		<b>6</b>
<b>Schools</b>	Special Schools	52
	Community Schools	8
<b>Total</b>		<b>60</b>
<b>Total Accidents</b>		<b>136</b>



## Appendix 2: Type of accident 2014- 2019

Accident Type	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Occurrences of Violence and Aggression</b>						
Physical Assault	86	41	47	78	80	70
Threats or Intimidation	21	4	22	22	24	11
<b>Total Occurrences of Violence and Aggression</b>	<b>107</b>	<b>45</b>	<b>69</b>	<b>100</b>	<b>104</b>	<b>81</b>
<b>Manual Handling</b>						
<b>Total Manual handling (lifting, moving, manoeuvring etc.)</b>	<b>16</b>	<b>15</b>	<b>12</b>	<b>4</b>	<b>14</b>	<b>2</b>
<b>Slips, Trips and Falls</b>						
Slipped, tripped or fell on same level	33	30	19	23	17	13
Fall down steps/stairs	3	4	3	1	3	1
Fall from height	3	0	0	1	2	2
<b>Total Slips, Trips and Falls</b>	<b>39</b>	<b>34</b>	<b>22</b>	<b>25</b>	<b>22</b>	<b>16</b>
<b>Incidents involving objects</b>						
Hit by moving vehicle	1	0	1	1	2	0
Hit by a moving, flying or falling object	19	11	9	13	2	8
Striking against object/hit something fixed or stationary	10	4	4	5	5	2
Cut by a sharp object	9	4	0	5	4	3
Stepping / Kneeling on Object	3	1	0	0	0	0
<b>Total Objects</b>	<b>42</b>	<b>20</b>	<b>14</b>	<b>24</b>	<b>13</b>	<b>13</b>
<b>Others</b>						
Contact with a moving person	2	0	0	0	0	3
Other	3	1	6	2	6	4
Road Traffic Collision	9	1	6	10	2	13
Animal/Insect	4	2	3	0	2	1
Hot surface/substance	8	4	9	6	7	1
Trapped	0	1	0	1	1	1
Exposed to, or in Contact With, a Harmful Substance	1	0	1	0	3	0
Plant & machinery (including hand and power tools)	0	1	1	1	0	0
Sports Injury	0	0	0	2	0	1
<b>Total Others</b>	<b>27</b>	<b>10</b>	<b>26</b>	<b>22</b>	<b>21</b>	<b>24</b>
<b>Overall Total</b>	<b>231</b>	<b>124</b>	<b>143</b>	<b>175</b>	<b>174</b>	<b>136</b>

### Appendix 3: Type of accident by Directorate April 2019 - March 2020

Type of accident	Directorates – See Key Below							Total
	A	B	C	D	E	F	G	
Assault threats or intimidation	1	6	0	1	0	3	0	11
Physically assaulted by a person	10	14	0	1	0	0	45	70
Injured whilst moving and handling	2	0	0	0	0	0	0	2
Slipped, tripped or fell on same level	3	2	1	1	2	1	3	13
Fall down steps/stairs	0	1	0	0	0	0	0	1
Fall from height	0	2	0	0	0	0	0	2
Hit by a moving, flying or falling object	1	1	0	0	0	0	6	8
Striking against object/hit something fixed or stationary	1	0	0	0	0	0	1	2
Cut by a sharp object	1	1	0	0	0	1	0	3
Road Traffic Collision	3	10	0	0	0	0	0	13
Contact with a moving person	0	0	0	0	0	0	3	3
Hot surface/substance	0	0	0	0	1	0	0	1
Trapped	1	0	0	0	0	0	0	1
Animal/Insect	0	0	0	0	0	1	0	1
Other	0	3	0	0	0	0	2	5
<b>Totals</b>	<b>23</b>	<b>40</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>60</b>	<b>136</b>

A - Adults

C - Finance and Systems

E - People

G - Schools

B - Childrens

D - Governance & Community Strategy

F - Place