

# Public Document Pack



## TRAFFORD COUNCIL

Tuesday, 19 January 2021

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, 27 JANUARY 2021**, at **7.00 P.M.** which is to 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/UCjwblOW5x0NSe38sgFU8bKg>

- |  | <b>Pages</b> |
|--|--------------|
| <b>1. Minutes</b>  |              |
| To approve as a correct record the Minutes of the following meetings for signature by the Mayor as Chair of the Council:   |              |
| (a) <u>Annual Meeting of the Council - 25 November 2020</u>  | 1 - 12       |
| (b) <u>Meeting of the Council - 8 December 2020</u>  | 13 - 34      |
| <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.   |              |
| <b>4. Membership of Committees and Outside Bodies</b>  |              |
| To note that the Chief Executive, under delegated authority, agreed the appointment of Councillor Butt to the Greater Manchester Waste and Recycling Committee as a replacement for Councillor Shaw, effective from 18 January 2021. |              |

5. **6-month Corporate Report on Health, Safety and Wellbeing - 1 April to 30 September 2020**

To note a report of the Executive Member for Finance and Governance.

35 - 46

6. **Motions**

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

(a) **Motion Submitted by the Labour Group - Poverty Emergency**

Whilst the COVID-19 pandemic has created challenges across all sections of society, it has deepened existing inequalities, hitting the poorest and most vulnerable communities the hardest. It has put a spotlight on economic inequalities and fragile social safety nets that have left vulnerable communities bearing the brunt of the crisis. Both the health and economic consequences of the pandemic will be long lasting. It threatens to compound the damage done to low-income households by ten years of austerity.

Even prior to the pandemic poverty across the UK was increasing, particularly among low-income families. The independent Resolution Foundation predicted that by 2023-24 the proportion of children living in relative poverty (after housing costs) is on course to hit 37% – exceeding the previous record high of 34% in the early 1990s.

This motion recognises that some temporary steps have been taken by government to support some low-income families during the pandemic but that these have fallen well short of preventing more people falling into hardship and deprivation. Notes that this support is a drop in the ocean compared the £37 billion cut from working-age and family benefits since 2010.

It is not surprising therefore that we have seen a huge increase in the number of people using foodbanks and relying on other voluntary and community sector support in recent years. In spite of this huge level of need and rising levels of poverty, the UK government does not have a poverty strategy in place.

It is in this context that we are declaring a Poverty Emergency.

As a local authority, working with partners across the private, public and voluntary, faith and community sectors, we commit to doing what we can to prevent and reduce poverty as well as mitigating against the worst effects of central government policy. We are urging the government to take urgent steps to respond to growing levels of poverty across the country, whilst working to maximise what the council can do locally to address the issue.

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Building on the Trafford Poverty Strategy 2021/22 approved by Executive in December 2020, this council resolves to:

- Formally acknowledge the rising levels of poverty so widely evidenced over the past decade and further exacerbated by the dual crises of pandemic and recession.
- Implement the actions set out in the Trafford Poverty Strategy 2021/22 (approved by Executive in December 2020).
- Support people experiencing poverty to have their voices heard through the establishment of a Poverty Truth Commission and other mechanisms.
- Recognise socio-economic deprivation as an equalities issue. Acknowledging that the stress of being poor and in crisis has a detrimental impact on health, including mental health and wellbeing, achievement, life chances, participation, resilience and social cohesion.
- Commit to taking socio-economic status into account when making decisions, alongside the requirement to assess decisions against protected characteristics under the Equalities Act.
- Write to the government calling on them to introduce a UK wide poverty strategy and to urgently improve the value of support provided to low income households through the social security system, including making permanent the £20 Universal Credit uplift introduced at the start of the pandemic.
- Ensure that work on the poverty strategy informs and sits alongside all other work streams within the council's (and partners) economic and other recovery planning.
- Maintaining a strong local welfare offer through Trafford Assist, the Council Tax Support Scheme and through the provision of effective benefits advice/welfare rights services across the borough, alongside effective employment support services.
- Ensure all staff directly employed by the council are paid above the Real Living Wage.
- Support a vibrant and inclusive economy that supports the creation of good quality, sustainable jobs.

(b) **Motion Submitted by the Labour Group - All-Party Parliamentary Group Definition of Islamophobia**

Trafford is proud of its diversity as a huge asset and a source of great strength. A substantial proportion of its residents are Muslim, who are an integral part of its make-up, playing a huge role in all aspects of the borough's life.

Trafford Council has a strong history of promoting cohesion and welcoming people from all over the world. Its residents have always united and supported each other in the fight against racism and discrimination in all its forms.

*Continued ...*

This Council therefore welcomes, endorses and adopts the working APPG (All-Party Parliamentary Group) definition of Islamophobia, including all of its examples in full, cited as follows:

"Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness."

Contemporary examples of Islamophobia in public life, the media, schools, the workplace, and in encounters between religions and non-religions in the public sphere could, considering the overall context, include, but are not limited to:

- Calling for, aiding, instigating or justifying the killing or harming of Muslims in the name of a racist/fascist ideology, or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Muslims as such, or of Muslims as a collective group, such as, especially but not exclusively, conspiracies about Muslim entryism in politics, government or other societal institutions; the myth of Muslim identity having a unique propensity for terrorism and claims of a demographic 'threat' posed by Muslims or of a 'Muslim takeover'.
- Accusing Muslims as a group of being responsible for real or imagined wrongdoing committed by a single Muslim person or group of Muslim individuals, or even for acts committed by non-Muslims.
- Accusing Muslims as a group, or Muslim majority states, of inventing or exaggerating Islamophobia, ethnic cleansing or genocide perpetrated against Muslims.
- Accusing Muslim citizens of being more loyal to the 'Ummah' (transnational Muslim community) or to their countries of origin, or to the alleged priorities of Muslims worldwide, than to the interests of their own nations.
- Denying Muslim populations, the right to self-determination e.g., by claiming that the existence of an independent Palestine or Kashmir is a terrorist endeavour.
- Applying double standards by requiring of Muslims behaviours that are not expected or demanded of any other groups in society, e.g. loyalty tests.
- Using the symbols and images associated with classic Islamophobia.

*Continued ...*

- Holding Muslims collectively responsible for the actions of any Muslim majority state, whether secular or constitutionally Islamic.

This Council asks the Chief Executive of the Council to:

1. Write to government ministers asking them to listen to Muslim communities and the cross-party group of MPs and peers and to adopt this definition of Islamophobia which classifies discrimination against Muslims as a form of racism.
2. Continue to prioritise tackling hate crime and Islamophobia in partnership. Trafford Council works with partners, especially Greater Manchester Police, on a rolling basis, and will now coordinate future actions in line with this definition of Islamophobia for all Muslims.

(c) **Motion Submitted by the Labour Group - Council Core Spending Power Increase and Reliance on Council Tax Increases**

This Council notes that:

- i. On 25 November 2020, the government set out the outcome of the 2020 Spending Review, suggesting that core spending power for councils in England would increase from £49.0 billion to £51.2 billion in 2021/22, an estimated 4.5% cash-terms increase and a rise in real terms.
- ii. The Ministry of Housing, Communities and Local Government's provisional local government finance settlement 2021/22 supplies the detail behind the increase and conducted a 4 week consultation between 17 December 2020 and 16 January 2021.
- iii. The data behind the provisional settlement shows that, when the government suggested in the 2020 Spending Review an estimated 4.5% cash-terms increase for councils in England, they are in fact assuming that councils in England will increase council tax by 1.99% and the adult social care precept by 3% to raise £1.92 billion from council tax payers in England in 2021/22.
- iv. Consequently within the Ministry of Housing, Communities and Local Government's core spending calculations for councils in England, the government contribution element constitutes only 13% of the overall increase of £2.2 billion - so, of the stated overall increase of 4.5%, only 0.6% (£292.7 million) amounts to a financial contribution from government.

*Continued ...*

- v. The government's 2020 Spending Review and the Ministry of Housing, Communities and Local Government's provisional local government finance settlement 2021/22 set against a backdrop of 10 years of austerity and local government cuts, which has seen Trafford Council face huge budget cuts as a result of unfunded pressures and the phasing out of the revenue support grant.

This Council recognises that:

- i. The underlying assumptions within consecutive government Spending Reviews and the Ministry of Housing, Communities and Local Government's core spending power calculations for councils in England has been to force councils in England to increase council tax and precepts and passport the costs of any increases onto local council tax payers.
- ii. The government has failed numerous times over a number of years to hit its own deadlines to publish details of care system reforms for adults with disabilities and the elderly, which has resulted in the government introducing the Adult Social Care (ASC) precept in 2016/17, with no national funding solution still on the horizon.
- iii. The fair funding review for local government has also been delayed for a second year, with the Ministry of Housing, Communities and Local Government confirming in April 2020 that the implementation of the review will not go ahead in 2021/22 to allow councils to focus on meeting the immediate public health challenge posed by the pandemic.

Therefore, this Council calls on the Conservative Government to:

- i. Urgently increase the overall funding provided by the government to all councils in England from the government's £292.7 million in the core spending power calculations to at least the £1.92 billion that would allow councils in England to mitigate the impact(s) on local council tax payers.
- ii. Urgently resolve the adult social care funding crisis and bring forward proposals to mitigate the impact(s) on local council tax payers.
- iii. Make progress with the fair funding review, ensuring that differentials with regards to poverty and inequality and council tax payer's ability to pay are effectively factored into any future methodology for determining central government grant.

**(d) Motion Submitted by the Liberal Democrats Group - Responding to Greater Manchester Police Special Measures**

This Council notes with deep concern:

- The December 17<sup>th</sup> announcement that Greater Manchester Police will enter the 'engage' phase of Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMIC) formal monitoring process.
- That this is only the second time a police force has required this level of intervention.
- That 80,100 crimes went unrecorded in the year ending 30 June 2020, equating to 220 crimes each day or one in five crimes in total across the period.
- That HMIC has indicated that one in four violent crimes went unrecorded.
- The failure of the force to improve after initial concerns were raised by the Inspectorate in 2016, indicating a serious lack of organisation and leadership within Greater Manchester Police.
- That the inspectorate has estimated a drop of 11.3% in recorded crimes since 2018.
- That the inspectorate found that some investigations had been wrongly and prematurely concluded.
- The resignation and ill health of former Chief Superintendent Ian Hopkins. The Council thanks him for his service to the city region.

This Council also notes that:

- The majority of Greater Manchester Police staff perform their duties with a high degree of dedication and professionalism and this Council thanks them for their service in challenging times.
- Since 2016, GMP has endured frontline cuts amounting to 33% of its Police Community Support Officers (PCSOs) and 6% of its support staff.
- This places GMP at a significant disadvantage given that since 2016, the average cut to PCSOs across England and Wales has been 6%.

The Council recognises the significant challenge that coronavirus has posed to policing and gives thanks to all GMP personnel, who work tirelessly to protect communities across Trafford.

This Council welcomes the publication of the Police Foundations first report, *'The Strategic Review of Policing in England and Wales'* which was published in July 2020. The report highlights the difficulties that our police forces face, placing them in the context of severe police cuts which Conservative governments continue to pursue.

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This Council particularly notes (*from the above report*):

- '... the critical importance of developing the public dialogue in relation to policing and public safety. Substantive strategic change is unlikely to be achieved while the public understanding of 'what the police do' extends very little beyond functions.'

This council resolves to:

- Extend its full support and cooperation to GMP, HMIC and other affiliated stakeholders throughout the monitoring process.
- Work towards the Police Foundations objective of preventative, community focused policing by highlighting opportunities to bring local officers and residents together at a borough and ward level.
- Request that the Mayor of Greater Manchester provides a detailed report to Trafford Council indicating the action plan that will be undertaken in order to return policing in the Borough and the city region to an efficient and effective level.

(e) **Motion Submitted by the Liberal Democrats Group - Encouraging Public Transport Use Through Employer-linked Season Ticket Purchases**

"This Council notes that:

In his article for the Daily Telegraph 'Tax Relief just the Ticket' (6 October 2013), journalist Boris Johnson called for employees to be 'allowed to pay for their season tickets from their pre-tax income.'

Mr Johnson advocated for the introduction of a new tax relief scheme, limited to the basic rate, whereby 'the employer would buy the season ticket and deduct the cost from his or her (employee's) pay packet – and only then would the employee be assessed for tax.'

The impact of such a scheme would mean that employees would have less taxable income reducing their liability for income tax and national insurance and the employer would also save on national insurance contributions.

An Annual Metrolink ticket from Altrincham to the City Centre costs a commuter £1,154.

A Northern Rail season train ticket from Urmston to Oxford Road costs a commuter £944.

Such a scheme would represent a significant financial incentive for working Trafford residents who need to commute to resume public transport when they feel safe to do so in greater numbers.

*Continued ...*



Council further notes that:

Now Mr Johnson is Prime Minister he has it within his power to put his aspirations for tax relief on seasonal travel tickets into practice.

Council resolves to:

Ask the Chief Executive to write to the Prime Minister and Chancellor of the Exchequer to request that the Government introduces a scheme for commuters to have the cost of public transport season tickets deducted from their pre-tax income, following the principles outlined in Mr Johnson's Telegraph article in 2013.

(f) **Motion Submitted by the Labour Group - Condemning the Government's Inadequate Response to the Basic Needs of Students, Schools and Colleges During the Pandemic**

This Council believes:

The impact of COVID 19 on the lives of all Trafford residents has been severe. Children's education has been particularly affected with schools locked down for two significant periods over the last 12 months. Increasing unemployment and levels of poverty as a result of the pandemic have also provided a stark reminder of the reality of child hunger in the UK and the importance the provision of Free School Meals plays in combating this injustice. These damaging childhood experiences have been made worse by a series of incompetent decisions made by the Secretary of State for Education, Gavin Williams MP. These mistakes rank among the worst the government has made during the pandemic because of their impact, as well as being avoidable if the Secretary of State had demonstrated trust in teachers and their democratically elected representatives in Parliament and the unions. These serious mistakes include:

- In March 2020 the government ordered schools to close with no clear direction or guidance on how they should conduct learning at a distance, either in what the online lessons should be or how pupils without technology could get access. The Secretary of State failed to deliver the number of laptops promised for disadvantaged students in the first lockdown. Now, by the Education Secretary's own estimate, the roll out of one million devices will not be reached until the end of January – two thirds of the way through the current lockdown. With last summer squandered by the Department for Education (DfE), it is galling that this remains an issue. The result has been that the gap between pupils in high and low achieving schools has widened and continues to do so.

*Continued ...*

- The catastrophe of the 2020 GCSE and A-level results stemmed from a decision that grade inflation should be avoided and a lack of regard for the injustices that Ofqual's algorithm would produce, for individuals and social groups, as well as a failure to set up an extensive appeals process.
- The U-turn on 2020 exam results after five days meant that universities had already filled up many places. That led to a scramble in which some would take more pupils (requiring more funding), some would force pupils to defer their places with a knock-on effect on 2021, and some would be left underfunded, without enough pupils to fill their places.
- Experienced teachers, headteachers, unions and parents identified in July 2020 that GCSE and A-Levels in 2021 could not possibly take place fairly due to the wide ranging amounts of time Year 10 and 12 students had lost from the classroom and they called for internal assessments with external moderation. It took until early January 2021 for the Secretary of State to announce to Parliament that internal assessments would replace externally assessed exams but still without any details allowing teachers, students and parents to effectively plan for them.

This Council calls for:

- Gavin Williamson MP, Secretary of State for Education to resign or for the Prime Minister to replace him immediately.
- The Secretary of State for Education to commit to and carry out the following, in consultation with Parliament, and education workers' unions:
  - Schools and Further Education Colleges be provided with the parameters applicable to the internal GCSE and A-Level assessments students will sit in summer 2021 and ensure they will be subject to external moderation. These requirements should not require increased workload levels for education workers beyond marking, grading and the submission of papers.
  - Share all the information the DfE has from Public Health England and/or SAGE or the Children's Task and Finish Group, about their estimates of the effects of its new criteria for school attendance on the R rate and infections in school.
  - The temporary extension of Free School Meals (FSM) to No Recourse to Public Funds residents and low-income migrants during the pandemic should be made permanent.

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- To ensure that Government guidance on FSM packed lunches requires providers to ensure they include enough good quality nutritious food that meets the daily calorific requirements for a growing child of the relevant age group.
- Eradicate holiday hunger by permanently committing to FSM provision of at least £15 per child per week to ensure nutritional standards during all school holidays.
- Provide free household internet access for children and young people in households on Universal Credit.
- Establish a new, dedicated technology budget for all schools to combat the digital divide.

This Council calls on:

The Leader of Trafford Council to:

- Write to the Secretary of State for Education and the Prime Minister asking him to respond as a matter of urgency to all of the above points.

Yours sincerely,



**SARA TODD**  
Chief Executive

### Membership of the Council

Councillors L. Walsh (Mayor), C. Boyes (Deputy Mayor), D. Acton, S. Adshead, A. Akinola, S.B. Anstee, Dr. K. Barclay, J. Bennett, Miss L. Blackburn, J. E. Brophy, B. Brotherton, D. Bunting, D. Butt, T. Carey, Dr. S. Carr, K.G. Carter, R. Chilton, C.H. Churchill, G. Coggins, M. Cordingley, J. Dillon, 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  
Tel: 0161 912 1387  
Email: [ian.cockill@trafford.gov.uk](mailto:ian.cockill@trafford.gov.uk)

This Summons was issued on **Tuesday, 19 January 2021** by the Governance Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

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## TRAFFORD BOROUGH COUNCIL (VIRTUAL MEETING)

25 NOVEMBER 2020

### PRESENT

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

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

### In attendance

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

### APOLOGIES

Apologies for absence were received from Councillors J. Dillon, C. Hynes, P. Myers and E.W. Stennett.

### 13. FORMER COUNCILLORS JOHN DAVENPORT AND DAVID HOMER

With regret, the Mayor announced that two former Members of the Council, Mr. John Davenport and Mr. David Homer had recently passed away. Former Councillor Davenport served the Timperley Ward from 1974-78 and again from 1984-88. Former Councillor Homer represented the Longford Ward from 1974-82 and was a former Mayor of Stretford.

The Council paused for a few moments silent reflection as a tribute to its former colleagues.

**Annual Meeting of the Council  
25 November 2020**

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**14. ELECTION OF MAYOR AND CHAIR OF COUNCIL**

It was proposed, seconded, supported and

RESOLVED: That Councillor Laurence Walsh be and is hereby elected Mayor of the Borough of Trafford for the remainder of the Municipal Year and also for the 2021/22 Municipal Year.

**THE WORSHIPFUL THE MAYOR  
(COUNCILLOR LAURENCE WALSH) IN THE CHAIR**

The Mayor returned thanks to the Council for his election via a pre-recorded video message and announced that his wife, Mrs. Rachel Walsh, would act as his Mayoress during his Mayoral term.

The Mayor also informed the Council that Father Gerald Murphy of St. Anthony of Padua, Stretford would be his Chaplain during his mayoral term of office.

**15. APPOINTMENT OF DEPUTY MAYOR AND VICE-CHAIR OF COUNCIL**

It was proposed, seconded, supported and

RESOLVED: That Councillor Chris Boyes be and is hereby appointed Deputy Mayor of the Borough of Trafford for the remainder of the Municipal Year and also for the 2021/22 Municipal Year.

The Deputy Mayor informed the Council that his wife, Mrs. Pamela Boyes, would act as his Deputy Mayoress during his term of office year.

**16. VOTE OF THANKS**

It was proposed, seconded, supported and

RESOLVED: That the Council hereby place on record, their appreciation for the manner in which Councillor Rob Chilton has carried out his duties as Mayor of the Borough of Trafford during his period of office, and tender to him their best thanks in that connection. They also express their gratitude to Mrs. Zoe Marshall for the manner in which she has acted as his Mayoress and to Mrs. Tilly Rothwell and his other friends and family, for the manner in which they have supported him and acted as his consort from time to time.

The retiring Mayor then responded to the vote of thanks and also thanked Reverend Barbara Sharp of St. Paul's Church, Sale for acting as his Chaplain.

**17. MINUTES**

That the Minutes of the Meeting of the Council held on 30 September 2020, be approved as a correct record and signed by the Chair.

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**18. COUNCILLOR ANNE DUFFIELD**

The Leader of the Council notified the Council that, due to work commitments, Councillor Anne Duffield would be standing down as a Member of Council on 30 November 2020 and took the opportunity to wish Anne, a former Mayoress of the Borough 2018/19, Chair of Licensing, member of numerous Committees and a past Shadow Executive Member, a fond farewell and all the best for the future. The Council joined with the Leader in placing on record it's thanks to Councillor Duffield for her services to the people of Trafford since her election in May 2011 and wished her well for the future.

**19. LEADER OF THE COUNCIL AND MEMBERSHIP OF THE EXECUTIVE**

The Chief Executive submitted a report concerning the Leader of the Council's term of office and advising on the appointment of the Executive and a Deputy Leader.

RESOLVED –

- (1) That the Council notes that Councillor Andrew Western continues as the Leader of the Council for a fixed term of office to the first Annual Meeting of the Council after his normal day of retirement as a councillor in 2023.
- (2) That the Council notes that the Leader of Council determines that the Executive shall comprise himself plus 9 Councillors.
- (3) That the Council notes that the Leader of the Council appoints the membership of the Executive and a Deputy Leader for the remainder of the 2020/21 municipal year, as follows:

Councillor

PORTFOLIO

Andrew Western

Leader of the Council (with portfolio responsibility for Sustainability and Climate Change)

Catherine Hynes (Deputy Leader)

Children's Services (with all statutory children's responsibilities)

Joanne Harding

Adult Social Care

Graham Whitham

Communities and Partnerships (with responsibility for Poverty Strategy)

Mike Freeman

Covid-19 Recovery and Reform

Liz Patel

Culture and Leisure

Stephen Adshead

Environmental and Regulatory Services

Tom Ross

Finance and Governance

Jane Slater

Health, Wellbeing and Equalities

James Wright

Housing and Regeneration

Non-Executive Portfolio

Karina Carter

Lead Member for Education

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

## 20. SHADOW EXECUTIVE

RESOLVED: That the membership of the Shadow Executive, as set out below, for the remainder of the 2020/21 Municipal Year be noted:

<u>Councillor</u>	<u>PORTFOLIO</u>
Nathan Evans	Leader of the Opposition (with portfolio responsibility for Sustainability and Climate Change)
Patrick Myers (Deputy Leader)	Finance and Governance
John Holden	Adult Social Care
Sean Anstee	Children's Services (with all statutory children's responsibilities)
Dr. Karen Barclay	Communities and Partnerships (with responsibility for Poverty Strategy)
Chris Boyes	Covid-19 Recovery and Reform
John Lamb	Culture and Leisure
Dylan Butt	Environmental and Regulatory Services
Miss Linda Blackburn	Health, Wellbeing and Equalities
Dave Morgan	Housing and Regeneration
	<u>Non-Executive Portfolio</u>
Thomas Carey	Lead Member for Education

## 21. COUNCIL COMMITTEES

The Corporate Director of Governance and Community Strategy submitted a report inviting the Council to agree the Committees of the Council, their size, political composition, membership and terms of reference for the remainder of the 2020/21 Municipal Year.

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

Labour Group	- 35 Members
Conservative Group	- 19 Members
Liberal Democrats Group	- 3 Members
Green Party Group	- 3 Members

In addition, 1 member was not attached to any of the political groups.

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



**Annual Meeting of the Council  
25 November 2020**

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RESOLVED –

- (1) That the composition of the various standing Committees, as set out in Appendix 1 to the report, be approved.
- (2) That the Terms of Reference for each Committee, as set out in Appendix 2 to the report, be approved.
- (3) That Council approves the membership of Committees for the remainder of the 2020/21 Municipal Year, as set out below, including the appointment of each Committee Chair (CH) and Vice-Chair (V-CH) and notes the nominated Opposition Spokesperson (OS), where appropriate:

ACCOUNTS AND AUDIT COMMITTEE

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton <b>CH</b>	Chris Boyes <b>OS</b>	-	Geraldine Coggins
Jayne Dillon Judith Lloyd <b>V-CH</b> Rose Thompson Barry Winstanley	Nathan Evans Alan Mitchell		

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

EMPLOYMENT COMMITTEE

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
David Acton Akilah Akinola Joanne Bennett <b>CH</b> Mike Cordingley Rose Thompson Amy Whyte <b>V-CH</b>	Chris Boyes John Holden Brian Rigby <b>OS</b>	-	-

Substitute Members of Employment Committee:

1 vacancy	Sean Anstee	-	-
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LICENSING COMMITTEE

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton David Jarman <b>CH</b> Steven Longden Adele New Whit Stennett Sophie Taylor Simon Thomas <b>V-CH</b> Denise Western	Dan Bunting Dylan Butt <b>OS</b> Mrs. Claire Churchill John Holden Patrick Myers	Julian Newgrosh	Michael Welton

PLANNING DEVELOPMENT CONTROL COMMITTEE

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
Mike Cordingley Ben Hartley <b>V-CH</b> Kevin Procter Whit Stennett Simon Thomas Aidan Williams <b>CH</b> Barry Winstanley	Dr. Karen Barclay Thomas Carey Dave Morgan Brian Rigby <b>OS</b>	Meena Minnis	Daniel Jerrome

Substitute Members of the Planning Development Control Committee:

David Acton Akilah Akinola <i>vacancy</i>	Nathan Evans John Holden	Julian Newgrosh	Michael Welton
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STANDARDS COMMITTEE

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
Dr. Serena Carr Karina Carter Ben Hartley David Jarman Kevin Procter <b>CH</b> Denise Western	Miss Linda Blackburn <b>V-CH</b> Dylan Butt Patrick Myers	Julian Newgrosh	Geraldine Coggins

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Non-Voting Co-optees (5)

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

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

Independent Persons of the Hearing Panel (2)

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

TRAFFORD PANDEMIC SCRUTINY COMMITTEE

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
David Acton <sup>1</sup> <b>CH</b> Barry Brotherton Dr. Serena Carr Judith Lloyd Steven Longden Rose Thompson Denise Western <sup>4</sup> Amy Whyte Barry Winstanley	Sean Anstee Dr. Karen Barclay <sup>3</sup> Miss Linda Blackburn John Holden John Lamb <sup>2</sup> <b>V-CH</b> Brian Shaw	Julian Newgrosh	Geraldine Coggins

Chair and Vice-Chairs of the temporally suspended Scrutiny Committees

- 1 Scrutiny Committee Chair
- 2 Scrutiny Committee Vice-Chair
- 3 Health Scrutiny Committee Chair  
Health Scrutiny Committee Vice-Chair – Councillor Sophie Taylor
- 4 Children and Young People’s Scrutiny Committee Chair  
Children and Young People’s Scrutiny Committee Vice-Chair – Councillor  
Thomas Carey

**CO-OPTED MEMBERS FOR EDUCATION MATTERS:**

Church Representatives (Voting Members) (2)

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

Parent-Governor Representatives (Voting Members) (3)

Primary: Vacancy  
Secondary: Vacancy  
Special: Vacancy

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Teacher Representatives (Non-Voting Members) (3)

Primary: Vacancy  
Secondary: Vacancy  
Special: Vacancy

- (4) That, whilst Committee and Sub-meetings shall continue to be held virtually, as from 1 January 2021, all meetings will commence as set out in the Constitution.
- (5) That the Council approves the terms of reference of the Licensing Sub-Committees and appoints their membership, as follows:

**PUBLIC PROTECTION SUB-COMMITTEE**

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton David Jarman <b>CH</b> Sophie Taylor Simon Thomas <b>V-CH</b> <i>1 appointment to be confirmed</i>	Dan Bunting Dylan Butt <b>OS</b> Mrs. Claire Churchill	-	Michael Welton

[5 Substitutes: Councillors John Holden, Steven Longden, Patrick Myers, Adele New, and Whit Stennett.]

**LICENSING SUB-COMMITTEE**

Membership to be drawn from all members of the Licensing Committee.

Order of priority for Chairing a meeting applies when more than one of the appointed chairs is a member of the same Sub-Committee.

**CHAIRS**

**ORDER OF PRIORITY**

Councillors:

David Jarman	1	Chair of Licensing
Simon Thomas	2	Vice-Chair of Licensing
Dylan Butt	3	Opposition Spokesperson
Barry Brotherton	4	Member of Licensing
<i>to be confirmed</i>	5	Member of Licensing

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**SAFETY AT SPORTS GROUNDS SUB-COMMITTEE**

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
Kevin Procter <b>V-CH</b> Amy Whyte <b>CH</b>	John Holden	-	-

- (6) That the Appointments and Appeals Panel be formally appointed and its membership be drawn from all Members of the Council.
- (7) That the Council appoints to the Health and Wellbeing Board, as set out below and the Board be recommended to endorse the Council's Membership:

**HEALTH AND WELLBEING BOARD**

<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	<b>GREEN PARTY GROUP</b>
Councillors:	Councillors:	Councillors:	Councillors:
Executive Member for Health, Wellbeing and Equalities	Shadow Executive Member for Health, Wellbeing and Equalities	Jane Brophy	-
Executive Member for Adult Social Care			
Executive Member for Children's Services			

**Officer(s) and External Partners:**

- NHS Trafford Clinical Commissioning Group (3 representatives: Chair, Chief Operating Officer and Clinical Director/Representative)
- Chair of Health Watch
- Third Sector (2 representatives)
- Independent Chair Local Safeguarding Board
- Chair of the Safer Trafford Partnership - GMP
- Chair of the Trafford Sports and Physical Activity Partnership
- Chief Executive Officers of health care providers (2): (Manchester University NHS Foundation Trust and Greater Manchester West Mental Health NHS Foundation Trust)
- Greater Manchester Fire and Rescue Service Representative
- Greater Manchester Health and Social Care Partner Representative

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

## **22. APPOINTMENTS TO OUTSIDE AND INDEPENDENT BODIES**

The Chief Executive submitted a report proposing the appointment of representatives to outside and independent bodies relating to the service areas and functions of the Council for the remainder of the 2020/21 Municipal Year.

The report also requested the Council to note the representatives on those outside and independent bodies whose activities relate to Executive functions which had been confirmed by the Leader of the Council.

### **RESOLVED –**

- (1) That approval be given to the appointment of representatives to those outside and independent bodies set out in Appendix 1 to the report, subject to:
- (a) Councillor Whitham being the Council's nomination for the Greater Manchester Police and Crime Steering Group, with Cllr Freeman as the Deputy: and
  - (b) Councillor Carter being the Council's nomination for the Corporate Issues and Reform Greater Manchester Combined Authority Scrutiny Committee and also as substitute on the Greater Manchester Health Scrutiny Committee.
- (2) That the Council notes the representatives appointed by the Leader of the Council to those outside, independent and Executive bodies set out in Appendix 2 to this report, subject to Councillor Graham Whitham being a member of the Assets and Community Value Panel in place of Councillor Whyte.
- (3) That the Chief Executive, in consultation with the relevant Group Leader(s), be delegated authority to appoint members to any outside body vacancy that remains or arises after this Annual Meeting and to any other bodies to which the Council is required to make appointments (and to report back to Council on any changes or new appointments so made).
- (4) That the persons named in Appendix 3, to the report, be authorised to sit on the Statutory School Appeals Committee for the remainder of the 2020/21 Municipal Year and that the Corporate Director of Governance and Community Strategy be delegated authority to make changes to this list and to set up School Admission Appeals Committees including the appointment of Chairs.

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**23. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS**

RESOLVED –

- (1) That, with the addition of an Annual Meeting commencing at 6.00 p.m. on 26 May 2021, the timetable of meetings agreed by Council on 30 September 2020, be reconfirmed for the remainder of the 2020/21 Municipal Year.
- (2) That the Council notes that as from 1 January 2021, it is proposed that all meetings will commence as set out in the Constitution.

**24. DELEGATED DECISIONS AND URGENT ACTION FOR COMMITTEES**

RESOLVED –

- (1) That where, under the approved Scheme of Delegation, decisions may be taken by officers in consultation with non-Executive Members, then in the absence of any specific arrangements having been made, the officer shall consult the appropriate Chair, Vice-Chair and Opposition Spokesperson.
- (2) That, in situations which require emergency action, the Chief Executive or the appropriate officer, in consultation with the Chair and Vice-Chair of the Committee concerned and the Opposition Spokesperson where appropriate (or their respective nominees), be authorised to deal from this date until the Annual Meeting of the Council in 2021, 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.

**25. DELEGATION OF FUNCTIONS**

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

RESOLVED –

- (1) That Council notes that Executive functions not covered by the Officers' Scheme of Delegation are delegated by the Leader of the Council as follows:
  - (a) functions are delegated to all individual Executive Members in accordance with the Executive Members' Scheme of Delegation, as set out in the Appendix;
  - (b) all other functions are delegated to the Executive.
- (2) That the Scheme of Delegation to Officers and the changes to Part 4 of the Constitution, as set out in Appendix, be approved.

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- (3) That the Corporate Director of Governance and Community Strategy be authorised to amend the Constitution of the Council in accordance with and as a consequence of this report and other decisions made by Council at this Annual Meeting.
- (4) That Council notes that further changes may be made to delegations and that the Corporate Director of Governance and Community Strategy be authorised to amend the Constitution following consultation with the Leader and Chief Executive.

**26. TRAFFORD'S CONSTITUTIONAL CHANGES IN RESPONSE TO THE LOCAL GOVERNMENT ETHICAL STANDARDS AREAS OF BEST PRACTICE PUBLISHED BY THE COMMITTEE ON STANDARDS IN PUBLIC LIFE IN JANUARY 2019**

The Executive Member for Finance and Governance submitted a report further to a report published in January 2019 by the Committee on Standards in Public Life on its in-depth review of ethical Standards within local authorities in 2018 which focused upon how Local Authorities had responded to the changes made by the Localism Act 2011.

The Executive Member's report detailed five areas of best practice, the action taken by the Council to address each one, and the documents (Appendices 1-4) setting out the proposed changes.

RESOLVED –

- (1) That the amendments to the Council's Code of Conduct and Complaints procedure within the Constitution, be approved.
- (2) That the decision notice and two stage public interest test for complaints against Members of Trafford Council, be adopted by the Council.

**27. REPORT ON SPECIAL URGENCY DECISIONS**

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Corporate Director of Governance and Community Strategy submitted a report detailing Executive Key Decisions which had been taken under Special Urgency provisions set out in Regulation 11, since the previous Annual Meeting.

RESOLVED: That the content of the report be noted.

The meeting commenced at 7.00 p.m. and finished at 8.13 p.m.



## TRAFFORD BOROUGH COUNCIL (VIRTUAL MEETING)

8 DECEMBER 2020

### PRESENT

The Worshipful the Mayor (Councillor Laurence Walsh), in the Chair.

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

### In attendance

Chief Executive	S. Todd
Corporate Director of Governance and Community Strategy	J. Le Fevre
Corporate Director of Place	R. Roe
Governance Manager	J. Addison
Governance Officer	N. Owen
Senior Governance Officer	I. Cockill

### APOLOGIES

Apologies for absence were received from Councillors A. Akinola and J. Dillon.

## 28. ANNOUNCEMENTS

### (a) Her Majesty the Queen's Birthday Honours

The Mayor took the opportunity to recognise those citizens and persons connected with Trafford who had been named in Her Majesty the Queen's Birthday Honours List earlier in the year, namely:

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Mrs. Amanda Jane Melton of Hale, awarded the citation of Commander of the Most Excellent Order of the British Empire (CBE) for services to Education;

Ms. Charlotte Helen Ramsden of Urmston, awarded the citation of Officer of the Most Excellent Order of the British Empire (OBE) for services to children in Greater Manchester; and

Mr. Marcus Rashford of Bowdon, awarded the citation of Member of the Most Excellent Order of the British Empire (MBE) for services to vulnerable children in the UK during Covid-19.

The Mayor conveyed the Council's congratulations for their achievements and richly deserved recognition.

(b) Coronavirus Local Restrictions Tier System

The Leader of the Council updated the Council of proposals at a Greater Manchester regional level to put forward a submission to the Government at the review point on 16 December 2020 that the region be reduced from Tier 3 to Tier 2, based on all the health indicators and the coronavirus infection rate being significantly below the England average per 100,000 of the population.

(c) Pandemic Scrutiny Committee

Councillor Acton, the Chair of the Pandemic Scrutiny Committee wished to place on record his thanks to all the members and officers of the Committee for their commitment and work over the past eight months during a particular difficult period and believed it was appropriate to recommence with the traditional Scrutiny Committees in the New Year. Councillor Acton also thanked Members of the Executive, officers and other organisations that had contributed, provided information and researched the issues raised. He reflected on a very meaningful period for scrutiny, one where it was necessary to hold Members and officers to account and whilst there was still a way to go with the pandemic, the Chair was optimistic that there were signs of an improvement.

## 29. QUESTIONS BY MEMBERS

The Mayor reported that 11 questions had been received under Procedure Rule 10.2 and that one had subsequently been withdrawn.

(a) Councillor Anstee asked the following question, the first of two questions for which he had given notice:

*"This Council faces challenging budget constraints and difficult decisions for the administration are likely to be required. Part of the response to this challenge should be an increased focus in increasing the council tax base through building new homes.*

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*Please could the Executive Member outline what steps he is taking to ensure the planning and development service can adopt a greater focus on adopting a pro-growth approach to securing development, especially in existing urban areas?"*

Replying to the question Councillor Wright, Executive Member for Housing and Regeneration relayed the response which had been circulated to Members and published on the Council's website in advance of the meeting.

Remarking that there were brownfield developments struggling with the subjective elements of the planning process, viability, density and design and given the comment about Covid and the need to continue to attract investment in the borough, Councillor Anstee asked as a supplementary question could Councillor Wright commit to meet with him to run through those applications and to ensure that the Council's future plans align with the pro-growth aspirations outlined in the Executive Member's response. Councillor Wright indicated that he was happy to arrange a meeting with Councillor Anstee at a suitable time going forward.

(b) Question from Councillor Carey

It was noted that Councillor Carey had withdrawn the first of two questions for which he had given notice.

(c) Councillor Anstee asked the following question, the second of two questions for which he had given notice:

*"Can the Executive Member confirm what funding was allocated to the Council in Tranche 1 of the EATF and any other funding the Council has received for roll out of schemes? Will he also provide a breakdown of all expenditure incurred to date on schemes?"*

Councillor Adshead, Executive Member for Environmental and Regulatory Services responded to the question and advised that his response had been circulated to Members and been published on the Council's website in advance of the meeting.

Given that Tranche 2 funding was imminent, Councillor Anstee asked as a supplementary question whether Councillor Adshead would provide a commitment that evening that there will be a clear plan from the Council on how it intends to implement a scheme on Oxford Road in the Bowdon ward. Councillor Adshead indicated that the Council had yet to finalise the whole Tranche 2 programme due to the delay, however, the implementation date of March 2021 remained and as soon as he had the funding confirmation he would ensure that updated information was provided to all Members.

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- (d) Councillor Miss Blackburn asked the following question for which she had given notice:

*“Would the Executive Member comment on the usage of pavement frontage seating areas by Bars converted from retail establishments. With regard to health and wellbeing, due to the narrow pavements, are the licensees creating an effective barrier between the smokers and passing pedestrians?”*

Replying to the question Councillor Adshead, Executive Member for Environmental and Regulatory Services relayed the response which had been circulated to Members and published on the Council’s website in advance of the meeting.

Councillor Miss Blackburn referred to the legislation which did not mention barriers between licensed premises and pedestrians only that there should be a distance of 2 metres between smokers and non-smokers without specifying pedestrians passing and asked as a supplementary question for the Executive’s views and whether there were any local conditions requiring a physical barrier.

Councillor Adshead advised that where temporary provision was introduced on public open space as a Covid recovery measure, smoking was not permitted as it was public land and would, therefore, be a contravention of the premises licence. Those establishments wishing to provide a smoking area would have to do so on their own land which by definition would be separate.

- (e) Councillor Chilton asked the following question for which he had given notice:

*“Can the Lead Member for Education advise when her department plans to consult with the public and ward members about the increase to three form entry at Firs Primary School in Ashton-on-Mersey? This will have a significant impact on the footprint and local infrastructure, which is congested already?”*

Councillor Carter, Lead Member for Education reported that the Education and Early Years Basic Needs Capital Report was scheduled for the Executive meeting in January 2021 and includes the proposal for Firs Primary School to meet the needs of children in the catchment area and additional demand from new housing developments in Sale West. The proposal built upon the emergency measure of having to set up a temporary classroom and if the Executive is in agreement there will then be a period of statutory consultation. With regard to footprint and local infrastructure, the proposal was to accommodate local children who would have to travel further afield if they did not get a place at Firs Primary School.

Given that the need for extra places had been known for some time, Councillor Chilton asked as a supplementary question whether the Lead Member or at least the Corporate Director of Children’s Services would agree to meet with ward Members and the Board of Governors at that school, as it had not happened, before the proposal went before the Executive. Councillor Carter agreed that she and the Corporate Director would be happy for such a meeting.

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

*"A recent council press release reported the plan for 48 townhouses and 38 apartments to be built at the former Sale Magistrates Court off Ashton Road. Can the Lead Member for Education tell me which schools in the area have capacity to receive additional pupils that the development will bring?"*

Councillor Carter, Lead Member for Education referred to the formula used to calculate the number of school places the borough needed and anticipated the number of new homes in the development would account for 12-14 children for the primary phase. As with all developments, the Council requested a monetary contribution from the developer linked to the pupil numbers which is used towards the cost of future school expansion projects. The development was within the Sale West school place planning area and proposals were being developed to increase the capacity in the primary sector to meet demand as the Lead Member had mentioned in her response to the previous question from Councillor Chilton (Minute 29 (e) refers).

Putting his supplementary question, Councillor Carey referred to Trafford's housing target up to 2037 and asked the Executive Member what land had been identified to build new schools across the borough to meet the extra provision which will be required. Councillor Carter referred to consideration of the Greater Manchester Spatial Framework at the Executive Meeting on 2 November 2020 when discussion was had about planning for school provision more effectively. Without the necessary support of those proposals there was the School Sufficiency Committee which would examine the suitability of sites for the future.

- (g) Councillor Boyes asked the following question for which he had given notice:

*"Communication with residents must be a paramount objective of any administration, never more so than in the midst of a global pandemic, the worst crisis for the UK since World War Two. Given this scenario could the Leader explain why there was so much procrastination before the decision was finally taken to deliver an advisory leaflet to every house in the Borough, with the delivery itself being made by volunteers, at times using efficient walking routes provided by opposition Councillors. Furthermore on what basis was the decision taken more recently to deliver a second leaflet via the Royal Mail, as opposed to those same volunteers, at what must have been a very significant cost to residents?"*

Councillor Andrew Western, the Leader of the Council advised that in respect of the first leaflet there was careful consideration as to whether it was appropriate and safe to deliver during the first few months of the pandemic when the country was in full lockdown and given that mutual aid groups had already been established through neighbourhood schemes and that they had undertaken some leafleting activity there was significant potential off duplication. There was also a clear need to establish community hubs at very short notice along with a number of other services that had to be stood up in response to the pandemic which the Council would wish to include on any communication information to residents,

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therefore it was never going to be an immediate activity. By the time it was considered safe to engage local volunteers the leaflet went out, at which time delivery services provided by the Royal Mail could not be guaranteed and the Leader of the Council was very grateful for the volunteers who supported that delivery, including those from the opposition political parties.

The second leaflet delivery was during the midst of the second significant wave of coronavirus and the national debate on a second lockdown. With the inevitability of a further lockdown and having the community hubs and other services set up, the Council was able to prepare and produce that leaflet quickly and efficiently and arrange its timely delivery.

Suggesting that the one place to which all online residents could receive regular information from the Leader of the Council was via a blog available to those that subscribe, Councillor Boyes asked as a supplementary question whether Members could have an assurance going forward that updates would be made much more frequent than had been during the current crisis when there was almost a five-month gap between postings.

In response, Councillor Andrew Western indicated that he was happy to determine as and when he posted a blog and was confident that Councillor Boyes was more than aware that it was not the only channel that the Council used to communicate with residents, however, it was a much more frequent blog than residents had under the previous administration.

(h) Councillor Butt asked the following question for which he had given notice:

*"Can the Executive Member for Environmental and Regulatory Services provide an update on current consultation on the Modal filters at the Longford Park area of Stretford?"*

Replying to the question, Councillor Adshead, Executive Member for Environmental and Regulatory Services relayed the response which had been circulated to Members and published on the Council's website in advance of the meeting.

Remarking that a petition against the measures had received more signatures than the numbers expressing desire for the traffic calming scheme through the first consultation, Councillor Butt asked as a supplementary question for the Executive Member to resolve the issue there and then, to save time and tax-payers money by removing the barriers. Councillor Adshead reported that the consultation for the scheme had received a particularly high number of positive responses keen for some sort of measures to be taken. The Council was currently re-consulting, therefore, could not decide anything until the consultation had closed and welcomed comments on all perspectives. The Executive Member assured the Council that the views from local residents would be paramount in determining the matter.

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

*"Following the rejection of the much un-loved Greater Manchester Spatial Framework by Stockport Council, can the Executive Member for Housing and Regeneration provide the Council with an update on progress with Trafford's Local Plan?"*

Councillor Wright, Executive Member for Housing and Regeneration responded to the question and advised that his response had been circulated to Members and had been published on the Council's website.

Councillor Morgan asked as a supplementary question why the Council could not have a full debate that evening on the merits and many flaws of the Greater Manchester Spatial Framework, as Stockport had done the previous week to which Councillor Wright advised that there was item on the agenda that evening.

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

*"Can the Executive Member for Housing and Regeneration provide the Council with an update on the status of the Hale and Sale Moor Place Plans?"*

Councillor Wright, Executive Member for Housing and Regeneration responded to the question and advised that his response had been circulated to Members and had been published on the Council's website.

Councillor Morgan asked as a supplementary question whether the Executive Member could update the Council on what the total cost of the plan had been to date and the total anticipated cost of the plan through to fruition. Council Wright replied to say that he did not have the figures to hand and that he would undertake to provide the information to Councillor Morgan in writing as soon as possible.

- (k) Councillor Evans asked the following question for which he had given notice:

*"As the Leader of the Council now has responsibility for Sustainability and Climate Change and The Clean Air Plan (and Air Quality Commission) in the borough, can the Member tell me how many NO2 exceedances there were in Trafford recorded at air quality monitoring sites in 2019?"*

In response, the Leader of the Council confirmed that the answer was zero.

As a supplementary question, Councillor Evans asked what message the Leader of the Council would like to send to the tradespersons whose businesses' would be plunged into debt by a charge of at least £10,000 per van, per business. Responding to the supplementary question, Councillor Andrew Western wished to advise anyone who had not already fed into the consultation process which had now closed to email: [cleanairgm@aecom.com](mailto:cleanairgm@aecom.com) to ensure that their views were known. He explained that the role he had, together with the Mayor of Greater

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Manchester was to lobby the Government responsible for implementing the scheme and responsible for directing all boroughs in Greater Manchester regardless of any exceedance numbers quoted by Councillor Evans . Those with views were encouraged to submit them to the email address, which remained open, in order that the individual borough's, including Trafford could build the most compelling case possible for the Government to provide the required funding. The Leader stated that to date only £41 million had been received from a total ask of £165 million and he considered that appalling given the impact on businesses Councillor Evans had highlighted. Asserting that there was no consistency on the matter from Greater Manchester Conservatives, the Leader of the Council suggested that Councillor Evans should take issue with his own Government, particularly as the funding to protect business and the decision to implement the scheme lay squarely with them.

**30. PETITION - SECONDARY SCHOOLS ADMISSIONS 2021**

Petition organiser, Claire Beall introduced the following petition containing 547 signatures, which had been presented to the Council:

*“We the undersigned petition the Council to allow parents to amend the order of secondary schools preferences for admission September 2021 once the results of the selection exams are known.*

*The delay of the secondary school selection exams due to government guidelines during the current covid crisis means that parents are having to make secondary school preference choices without knowing the outcome of these exams.*

*Other authorities such as Berkshire, Buckinghamshire, Enfield and Barnet are all allowing changes to application forms once selective results have been published. Parents in Trafford should be afforded the same opportunity. At the moment parents are expected to choose schools without being fully informed.”*

Addressing the Council, the lead petitioner summarised the reasons why action was called for and provided some examples of where children had been disadvantaged by not having the results of the exams when submitting their preferences.

Councillors Carter, Carey, Brophy and Coggins debated the petition on behalf of the political parties and made the following points:

Councillor Carter: The Department for Education (DfE) strongly advised that exams should have been delayed to late October and although the Council oversaw the admissions process it did not administer the tests. To ensure that children were not disadvantaged the DfE asked local authorities to allow at least one additional preference on the application form and to advise families to use those preferences for non-selective schools. To protect the interests of both schools and families, the Council decided to allow an additional three preferences, making eight preferences in total and 456 of the



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3087 Trafford applicants made use of all eight preferences. Each year the statutory deadline for all local authorities to publish a scheme to coordinate admission arrangements for schools was 31 October. The Council also received applications from other local authorities and with applications received the previous year from over 35 different authorities for Trafford schools, the Council had to co-ordinate its admissions in line with the national deadline. Acknowledging the petition's request and also that some other authorities had allowed amendment of secondary school preferences once results were known, it had not been possible to do so within Trafford's legally determined and published schemes with time critical processes having already commenced. With all the test results now known, the number of requests for a late change was eight to date and none in fact related to the circumstances cited in the petition. The Executive Member was satisfied that the guidance was clear and that virtually all parents had followed the process. Late applications for changes could be accommodated without disadvantaging another child and would always be done where possible, however, failing that there was the appeal process. In addition, waiting lists were maintained until the end of the autumn term and many schools, including the most popular do see movement with the allocations after 1 March. In conclusion, the arrangements were in co-ordination with Greater Manchester area and considered not to advantage or disadvantage any applicant over any other

Councillor Carey: Acknowledged the points made in the petition and also the response by Councillor Carter and supporting any move that would make the admission process simpler and easier to use, encouraged the Council to further engage with the petitioners in order to have an admission system that worked for them and all the young people across Trafford.

Councillor Brophy: Expressed support for the petition given the unprecedented pandemic and as a result of the unique challenges faced by families, believed the Council should be willing where possible to change timeframes to allow for fairness in the local school system.

Councillor Coggins: Recognised the complexities and that the Council had to work within the regulatory framework and understanding that very few families were now affected, was confident that the Council was committed to working with them to provide support as best it could and to consider any powers the Council had to help future exceptional circumstances within the legal constraints.

Following the debate and in response to a request from the Leader of the Council, the Council's Monitoring Officer outlined the legal framework in which the Council was operating, whereby applications received after 31 October had to be considered as late applications. It was recognised that the Council was constrained by its scheme and the need to work with other local authorities and the legal restrictions on what it could or could not do in terms of moving children.

The Leader of the Council, Councillor Andrew Western was sympathetic to the stress and strain the issue had placed on families and acknowledging that there

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was no guarantee, was hopeful that the Council would be able to accommodate those children affected in the schools of their choice. The Council would continue to work with the families concerned and in terms of making people aware that the pass mark can differ by school, as a non-Covid issue, the Council would look to address to avoid any confusion in the system and any unfortunate consequences from that. The Leader appreciated that the matter was a very important issue that had come before the Council, however, it had now largely been reconciled as time had moved on but that was not to say there had been issues and difficulties and that the Council still did not have to do everything it could to work with the eight families affected. He considered it important to recognise that there were legal constraints which had prevented the Council from acting as the petitioners had requested.

**31. ASSET INVESTMENT STRATEGY**

Further to the Executive meeting held on 12 October 2020, the Executive Member for Finance and Governance, the Corporate Director of Place and the Corporate Director of Finance and Systems submitted a joint report advising the Council that the Asset Investment Strategy had recently been reviewed and updated to ensure it continued to reflect and support the Council's wider objectives and strategic priorities and to factor in changes in market conditions.

The recommendation to agree the updated Asset Investment Strategy was put to the vote and declared carried.

RESOLVED: That the updated Asset Investment Strategy, be approved.

**32. REVENUE BUDGET 2020/21 - PUBLIC HEALTH BUDGET**

Further to a recommendation set out in the Period 6 (April to September 2020) Budget Monitoring 2020/21 report to the Executive on 23 November 2020, the Council was requested to approve an increase to the net Revenue Budget as a result of a minor late change in the financial settlement relating to resources to support the Public Health budget.

RESOLVED: That an increase to the net Revenue Budget of £261,000 to £175,520,000, be approved.

**33. COUNCIL TAX SUPPORT (CTS) SCHEME FOR 2021/22**

Further to the Executive meeting on 26 October 2020, the Executive Member for Finance and Governance submitted a report on the legal requirement to formally approve the Council's local CTS scheme before the start of each financial year. The report proposed that the scheme remained as was, only changing to reflect the national changes to income related benefits which had already been agreed in 2016, therefore no public consultation was required.

RESOLVED: That the Council adopts the Council Tax Support scheme currently in operation, updating in line with national benefits as previously agreed for 2021/22.

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**34. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY - 2021 - 2026**

Further to the Executive meeting on 26 October 2020, the Executive Member formerly for Public Safety, Governance and Reform submitted a report on the requirement to prepare, consult on and publish a Statement of Licensing Policy for the next five year period.

RESOLVED:

- (1) That the Council notes the recommendation of the Executive on 26 October 2020 to approve the revised Statement of Licensing Policy.
- (2) That the revised Statement of Licensing Policy, as attached to the report at Appendix F, be approved.

**35. GREATER MANCHESTER SPATIAL FRAMEWORK (GMSF): APPROVAL OF GMSF 2020 FOR SUBMISSION**

The Council was in receipt of a report of the Executive Member for Housing and Regeneration and considered an addendum report providing an update on the position with the Greater Manchester Spatial Framework, with particular reference to the decision of Stockport Council on 3 December 2020.

It was moved and seconded that the matter be withdrawn and in accordance with Procedure Rule 12 (j) that the question be now put.

The Motion was agreed by the consent of the Council.

RESOLVED: That the matter be withdrawn.

**36. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - PROPOSED CHANGES TO ALL AGE TRANSPORT POLICY**

It was moved and seconded that:

“This Council is deeply concerned by detrimental changes outlined in the All Age Travel Policy consultation brought forward by the Labour administration. The Council is opposed to these proposals and resolves to take them no further.”

(Note: During the debate, the time being 8:40 p.m., the Mayor indicated that speeches on this matter would now be limited to a maximum of one minute per speaker.)

Following a debate on the matter, the Motion was put to the vote and declared lost.

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**37. MOTION SUBMITTED BY THE LABOUR GROUP - UNION LEARNING FUND**

(Note: Insofar as this item of business related to membership of a Trade Union, Councillor Andrew Western declared a personal interest as a member of both GMB and Unite the Union and Councillor Slater declared a personal interest as a member of Unison.)

It was moved and seconded that:

“This Council notes:

1. On Tuesday 6 October, the Trades Union Congress (TUC) received a letter from the Department for Education saying that ministers have decided to end the Union Learning Fund from March 2021.
2. The Union Learning Fund (ULF) was set up in 1998 to support trade unions to widen access to learning and training in workplaces for both union members and non-members. The fund supports workplace projects across England, and is coordinated by the TUC.
3. Each year around 200,000 workers are supported into learning or training with union support through the ULF and the TUC. These learners undertake all sorts of job-relevant learning and training, including basic literacy and numeracy, ICT skills, apprenticeships and traineeships, vocational training, continuing professional development and many other informal and formal courses.
4. In 2019–20, the ULF was worth £12 million. If upheld this decision will effectively end union-brokered skills training, and will undermine key government skills and retraining priorities at a crucial moment for our economy.

This Council understands that:

1. Union learning reaches people that other Department for Education programmes do not reach.
2. There is an independent evaluation of the Union Learning Fund every two years. It was most recently evaluated by the University of Exeter in 2018. They spoke to 2,459 learners, and found:
  - Over two-thirds (68 per cent) of learners with no previous qualifications got a qualification.
  - 47 per cent of those with entry level or level 1 qualifications got a qualification at a higher level.
  - Four in five (80 per cent) said they had developed skills that they could transfer to a new job.
  - Two in three (62 per cent) said their new skills made them more effective in their current job.

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- One in five (19 per cent) said they had been promoted or given increased responsibility and one in 10 (11 per cent) got a pay rise.
3. The 2018 independent evaluation found that union learning provided excellent value for money:
    - For every £1 spent on the Union Learning Fund, there is a return of £12.30: £7.60 to the worker, £4.70 to the employer.
    - The Union Learning Fund delivers an estimated net contribution to the economy of more than £1.4bn as a result of a boost to jobs, wages and productivity.
    - The return to the exchequer (through reduced spending on welfare benefits and other factors resulting from the boost to jobs and wages) is £3.57 for each £1 spent on the Union Learning Fund.
    - The £12 million government funding levered in an additional £54 million from employers, unions and training providers in 2019–20.
  4. The government has said it will put reskilling workers at the heart of its economic recovery plans after the pandemic. In September 2020, the government announced a new fully funded entitlement to achieve a first level 3 qualification, delivered through the National Skills Fund. Union learning is ideally placed to support this aspiration, in three ways:
    - directly, through delivering relevant level 3 courses to workplace learners, which is already a core function of the Union Learning Fund and was assessed as highly effective by the 2018 independent evaluation.
    - directly, through enabling those with basic skills to learn and develop, putting them in a position to progress to level 3 skills.
  5. Successive governments of all parties have valued this role – and have supported the Union Learning Fund. As government funding, it is paid as a contract and is subject to stringent monitoring requirements. Union Learning Fund money can only be spent on the direct costs of getting working people into learning and skills training, and the associated costs of delivering this programme.
  6. ULF projects adapted quickly to delivering online learning and training for workers during the pandemic and have actually surpassed the number of outcomes expected by government since the beginning of April.

This Council resolves to:

1. Express its public support for the continuation of the Union Learning Fund.
2. Raise this issue with our local MPs and encourage them to call on the government to reverse its decision.”

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

RESOLVED: That this Council notes:

1. On Tuesday 6 October, the Trades Union Congress (TUC) received a letter from the Department for Education saying that ministers have decided to end the Union Learning Fund from March 2021.
2. The Union Learning Fund (ULF) was set up in 1998 to support trade unions to widen access to learning and training in workplaces for both union members and non-members. The fund supports workplace projects across England, and is coordinated by the TUC.
3. Each year around 200,000 workers are supported into learning or training with union support through the ULF and the TUC. These learners undertake all sorts of job-relevant learning and training, including basic literacy and numeracy, ICT skills, apprenticeships and traineeships, vocational training, continuing professional development and many other informal and formal courses.
4. In 2019–20, the ULF was worth £12 million. If upheld this decision will effectively end union-brokered skills training, and will undermine key government skills and retraining priorities at a crucial moment for our economy.

This Council understands that:

1. Union learning reaches people that other Department for Education programmes do not reach.
2. There is an independent evaluation of the Union Learning Fund every two years. It was most recently evaluated by the University of Exeter in 2018. They spoke to 2,459 learners, and found:
  - Over two-thirds (68 per cent) of learners with no previous qualifications got a qualification.
  - 47 per cent of those with entry level or level 1 qualifications got a qualification at a higher level.
  - Four in five (80 per cent) said they had developed skills that they could transfer to a new job.
  - Two in three (62 per cent) said their new skills made them more effective in their current job.
  - One in five (19 per cent) said they had been promoted or given increased responsibility and one in 10 (11 per cent) got a pay rise.
3. The 2018 independent evaluation found that union learning provided excellent value for money:

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- For every £1 spent on the Union Learning Fund, there is a return of £12.30: £7.60 to the worker, £4.70 to the employer.
  - The Union Learning Fund delivers an estimated net contribution to the economy of more than £1.4bn as a result of a boost to jobs, wages and productivity.
  - The return to the exchequer (through reduced spending on welfare benefits and other factors resulting from the boost to jobs and wages) is £3.57 for each £1 spent on the Union Learning Fund.
  - The £12 million government funding levered in an additional £54 million from employers, unions and training providers in 2019–20.
4. The government has said it will put reskilling workers at the heart of its economic recovery plans after the pandemic. In September 2020, the government announced a new fully funded entitlement to achieve a first level 3 qualification, delivered through the National Skills Fund. Union learning is ideally placed to support this aspiration, in three ways:
- directly, through delivering relevant level 3 courses to workplace learners, which is already a core function of the Union Learning Fund and was assessed as highly effective by the 2018 independent evaluation.
  - directly, through enabling those with basic skills to learn and develop, putting them in a position to progress to level 3 skills.
5. Successive governments of all parties have valued this role – and have supported the Union Learning Fund. As government funding, it is paid as a contract and is subject to stringent monitoring requirements. Union Learning Fund money can only be spent on the direct costs of getting working people into learning and skills training, and the associated costs of delivering this programme.
6. ULF projects adapted quickly to delivering online learning and training for workers during the pandemic and have actually surpassed the number of outcomes expected by government since the beginning of April.

This Council resolves to:

1. Express its public support for the continuation of the Union Learning Fund.
2. Raise this issue with our local MPs and encourage them to call on the government to reverse its decision.

**38. MOTION SUBMITTED BY THE LABOUR GROUP - FAIR GRADE FOR ALL 2021**

RESOLVED: That the Motion be deferred to a date to be determined.

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**39. MOTION SUBMITTED BY THE GREEN PARTY GROUP - ACCOUNTABILITY AND TRANSPARENCY IN TACKLING THE CLIMATE EMERGENCY**

It was moved and seconded that:

“This Council notes that Trafford was one of the first councils in the country to declare a climate emergency. This was as a result of a Green Party / Liberal Democrats motion two years ago in November 2018. This was passed with all-party support.

As a result of this, in September 2020 Trafford’s Carbon Neutral Framework, produced by Anthesis was published. The Council’s draft response was published at the same time.

The report from Anthesis states that:

- We have only 7 years left at our current rate of polluting, to have used up Trafford’s entire carbon budget, as derived from the Paris Agreement.
- We need to make massive cuts of 13.4% per year to our emissions to keep within our science-based budget.
- “The decisive window for action is small, and rapidly closing ... The Council must adopt a more proactive approach to this agenda and view the response to this agenda as a higher priority than previously.” (p.22)

Despite this stark situation:

- There is no mechanism for considering our emissions in the decision-making process. So all our decisions are made without knowing the effects on our emissions.
- The Council’s Covid recovery plan mentions the climate only once in passing.
- The draft action plan in response to the Anthesis report doesn’t address the large amount of emissions created outside of Trafford, but caused by Trafford, e.g. in food production.
- Very few staff have had carbon literacy training.

Therefore, this Council resolves:

1. To provide quarterly and annual reporting on how much the Council has reduced its emissions. Trafford’s carbon budget is finite and the Council must treat it as carefully as it does its financial budget. (This can be done using proxy values such as energy used and miles travelled by various modes of transport.)
2. To provide an overview of the climate impact at the start of every decision-making report. Every decision needs to be made knowing the climate implications. There will need to be extremely strong reasons for not taking the most effective decision each time. The green decisions are the ones that improve quality of life, support local businesses and help keep our residents healthier anyway, so this should be a win-win.



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3. To develop a chain of responsibility for our carbon budget, like the Council has with its financial budget. This would mean breaking down our annual carbon budget and ensuring that the different components all have a responsible officer.
4. That the final response to the Anthesis report, in December 2020 will include ambitious timescales with real dates, starting with the quick wins.
5. To make a plan that predicts the obstacles that might occur and looks ahead for solutions. Nothing can be allowed to derail this work.
6. To work on reducing Trafford's indirect emissions as well as direct emissions. Because most of the 'stuff' we use in Trafford is produced far away and shipped to us, we have responsibility for the emissions used in manufacturing and transporting these goods. This includes food. These emissions are harder to measure but the Council and partners can change its own behaviour and support residents, businesses and partners to do the same.
7. To quickly develop an effective communications strategy to convey the importance of this work to residents, partners and businesses.
8. To embed tackling the climate emergency and staying within our carbon budget as an additional key objective in the Covid recovery plan. This will mean that the Council's responses to the two major crises we are facing are working together and not pulling in opposite direction.
9. To urgently roll out carbon literacy training across a wide section of officers and Councillors."

It was moved and seconded as an amendment that:

"This Council notes that Trafford was one of the first councils in the country to declare a climate emergency. ~~This was as a result of a Green Party / Liberal Democrat motion two years ago in November 2018. This was,~~ passed with all-party support.

As a result of this, in September 2020 Trafford's Carbon Neutral Framework, produced by Anthesis was published. The Council's draft response was published at the same time.

The report from Anthesis states that:

- We have only 7 years left ~~at our current rate of polluting, to have used up Trafford's entire carbon budget~~ **before we have utilised Trafford's entire carbon budget**, as derived from the Paris Agreement.
- We need to make ~~massive~~ cuts of 13.4% per year to our emissions to keep within our science-based budget **and that the decisive window for action is small and rapidly closing.**

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- ~~“The decisive window for action is small, and rapidly closing ... The Council must adopt a more proactive approach to this agenda and view the response to this agenda as a higher priority than previously.” (p.22)~~

Despite this stark situation:

- ~~— There is no mechanism for considering our emissions in the decision-making process. So all our decisions are made without knowing the effects on our emissions.~~
- ~~— The Council’s Covid recovery plan mentions the climate only once in passing.~~
- ~~— The draft action plan in response to the Anthesis report doesn’t address the large amount of emissions created outside of Trafford, but caused by Trafford, e.g. in food production.~~
- ~~— Very few staff have had carbon literacy training.~~

Therefore, this Council ~~resolves~~ **welcomes the Labour administration’s work to bring forward a Carbon Neutral Action Plan, set to be considered by the Executive this month, and agrees the following actions and commitments many of which are in the Carbon Neutral Action Plan or already in place:**

1. ~~To provide quarterly and annual reporting on how much the Council has reduced its emissions. Trafford’s carbon budget is finite and the Council must treat it as carefully as it does its financial budget. (This can be done using proxy values such as energy used and miles travelled by various modes of transport.)~~

**To consider carbon reduction implications alongside sustainability at the start of every decision-making report, in the same way as the Council considers Equality and Diversity, Health and Wellbeing and a range of other key factors. Every decision needs to be made knowing the climate implications alongside these existing critical considerations, and this will extend to include business case reports as well as formal Council reports. Council further supports the following actions proposed by the Executive in the Carbon Neutral Action Plan: adding Climate Change onto the Corporate Risk Register; including carbon reduction weighting in all procurement decisions through environmental social value requirements; and ensuring carbon reduction measures are included in the development briefs/business cases for all developments on council sites (for example tree cover/energy creation).**

2. ~~To provide an overview of the climate impact at the start of every decision-making report. Every decision needs to be made knowing the climate implications. There will need to be extremely strong reasons for not taking the most effective decision each time. The green decisions are the ones that improve quality of life, support local businesses and help keep our residents healthier anyway, so this should be a win-win.~~

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- 3-2. To develop a chain of responsibility for our carbon budget, like the Council has with its financial budget. This would mean breaking down our annual carbon budget and ensuring that the different components all have a responsible officer.
- 4-3. That the final response to the Anthesis report, ~~in December 2020~~ **being considered by the Executive this month** will include ~~ambitious timescales with real dates,~~ **a range of short, medium and long term actions** starting with the quick wins. **Short terms actions should be implemented by Spring 2022, medium term actions by Autumn 2024, and long term actions to be completed post 2024.**
5. ~~To make a plan that predicts the obstacles that might occur and looks ahead for solutions. Nothing can be allowed to derail this work.~~
4. **To work with other agencies and authorities on reducing Trafford's indirect emissions as well as direct emissions.**
6. ~~To work on reducing Trafford's indirect emissions as well as direct emissions. Because most of the 'stuff' we use in Trafford is produced far away and shipped to us, we have responsibility for the emissions used in manufacturing and transporting these goods. This includes food. These emissions are harder to measure but the Council and partners can change its own behaviour and support residents, businesses and partners to do the same.~~
75. To quickly develop an effective communications strategy **including a discrete section on the Council's website** to convey the importance of this work to residents, partners and businesses. **Further, to establish a Resident Panel and a Business Panel to support our work and to convene a Citizen's Assembly within 12 months to inform decision making in this area and increase resident engagement and involvement in the fight against climate change.**
8. ~~To embed tackling the climate emergency and staying within our carbon budget as an additional key objective in the Covid recovery plan. This will mean that the Council's responses to the two major crises we are facing are working together and not pulling in opposite direction.~~
96. To ~~urgently~~ **continue to roll out the carbon literacy training already put in place by the Labour administration** across a wide section of officers and Councillors, **recognising that because there is an element of face to face training in this programme this will be accelerated when people are safely back in the workplace.**

**Council further resolves that updates on our progress in reducing emissions against our carbon budget should be publicly available on a six-monthly basis."**

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With the consent of the meeting the mover of the amendment altered the amendment as follows:

- removal of wording in point 1 “Council further supports the following actions ~~proposed by the Executive~~ in the Carbon Neutral Action Plan etc.”
- addition to point 4. “To work with other agencies and authorities on reducing Trafford’s indirect emissions as well as direct emissions, **in contributing to the Government’s ambitious target of cutting emissions by 68% by 2030 based on 1990 levels.**”

(Note: During the debate, the time being 9:15 p.m., the Mayor indicated that speeches on this matter would now be limited to a maximum of two minutes per speaker.)

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

RESOLVED: That this Council notes that Trafford was one of the first councils in the country to declare a climate emergency, passed with all-party support.

As a result of this, in September 2020 Trafford’s Carbon Neutral Framework, produced by Anthesis was published. The Council’s draft response was published at the same time.

The report from Anthesis states that:

- We have only 7 years left before we have utilised Trafford’s entire carbon budget, as derived from the Paris Agreement.
- We need to make cuts of 13.4% per year to our emissions to keep within our science-based budget and that the decisive window for action is small and rapidly closing.

Therefore, this Council welcomes the Labour administration’s work to bring forward a Carbon Neutral Action Plan, set to be considered by the Executive this month, and agrees the following actions and commitments many of which are in the Carbon Neutral Action Plan or already in place:

1. To consider carbon reduction implications alongside sustainability at the start of every decision-making report, in the same way as the Council considers Equality and Diversity, Health and Wellbeing and a range of other key factors. Every decision needs to be made knowing the climate implications alongside these existing critical considerations, and this will extend to include business case reports as well as formal Council reports. Council further supports the following actions in the Carbon Neutral Action Plan: adding Climate Change onto the Corporate Risk Register; including carbon reduction weighting in all procurement decisions through environmental social value requirements; and ensuring carbon reduction measures are included in the development

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briefs/business cases for all developments on council sites (for example tree cover/energy creation).

2. To develop a chain of responsibility for our carbon budget, like the Council has with its financial budget. This would mean breaking down our annual carbon budget and ensuring that the different components all have a responsible officer.
3. That the final response to the Anthesis report being considered by the Executive this month will include a range of short, medium and long term actions starting with the quick wins. Short terms actions should be implemented by Spring 2022, medium term actions by Autumn 2024, and long term actions to be completed post 2024.
4. To work with other agencies and authorities on reducing Trafford's indirect emissions as well as direct emissions in contributing to the Government's ambitious target of cutting emissions by 68% by 2030 based on 1990 levels.
5. To quickly develop an effective communications strategy including a discrete section on the Council's website to convey the importance of this work to residents, partners and businesses. Further, to establish a Resident Panel and a Business Panel to support our work and to convene a Citizen's Assembly within 12 months to inform decision making in this area and increase resident engagement and involvement in the fight against climate change.
6. To continue to roll out the carbon literacy training already put in place by the Labour administration across a wide section of officers and Councillors, recognising that because there is an element of face to face training in this programme this will be accelerated when people are safely back in the workplace.

Council further resolves that updates on our progress in reducing emissions against our carbon budget should be publicly available on a six-monthly basis.

The meeting commenced at 7.07 p.m. and finished at 9.25 p.m.

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## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 27 January 2021  
**Report for:** Information  
**Report of:** Executive Member for Finance and Governance

### Report Title

**6-month Corporate Report on Health, Safety & Wellbeing  
– 1 April to 30 September 2020**

### Summary

1. To provide an overview of the work undertaken to protect and support our Services and Schools during the COVID Pandemic and other health and safety support
2. To provide an overview of accidents for the period 1 April to 30 September 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 proactive and reactive work carried out by the Health and Safety Unit to respond to the COVID Pandemic, and wider health and safety management are designed to continually meet 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 COVID19 risks has been the significant focus for Trafford Council
Health & Wellbeing Implications	The Employee Wellbeing Strategy provides a framework for focused interventions to support the health and wellbeing of our workforce
Health and Safety Implications	See Legal section above. The continuing health and safety arrangements combined with the mechanisms for the provision of advice and guidance are all focused on sensible and targeted risk management.

## **1. Introduction**

- 1.1** The COVID19 Pandemic 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. Over the six months covered by the report, the Health and Safety Unit (HSU) have played a key role with other services to support the Council in effectively managing the risks associated with COVID19.
- 1.2** The pandemic has hugely impacted on how and where staff work and provide vital services, arrangements required for our buildings to make them COVID Secure, changes in working practices, the provision of personal protective equipment (PPE) where needed and ensuring our staff at greater risk from COVID19 are protected.
- 1.3** The content of the this 6 month report will differ from the usual Corporate Health and Safety Report and provide:
- A detailed overview of the work undertaken to protect and support our Services and Schools during the Pandemic including wellbeing support during this challenging time
  - A brief overview of accidents during this period. However due to the significant changes in workforce delivery during the pandemic, these will not be analysed in relation to the trends for previous years data.
  - Ongoing delivery of other health and safety support and the HSU work programme.
- 1.4** Updates also continue to be provided to the relevant Corporate Directors, Joint Consultative Committees and update meeting with Union Colleagues.

## **2. COVID19 – Responding to the Pandemic and Protecting our Services and Schools**

### **2.1 Planning and Delivering our COVID Support**

- 2.1.1** HSU has representation on a number of coordinated strategic and operational working groups to prioritise and target our COVID support for Services and schools. Table 1 below highlights the overarching key groups:



**Table 1 – Key Strategic and Operational Groups**

<b>Groups</b>	<b>Description</b>
<b>Trafford Staffing, Digital and Modernisation Thematic Group</b>	<b>Reports to RCG (Recovery Coordination Group)</b> Ensures the co-ordination of the council's response, recovery and reintegration plans following efforts to manage the impact of Covid-19 since March 2020.
<b>Reintegration Sub Group</b>	<b>Reports to Trafford Staffing, Digital and Modernisation Thematic Group</b> Comprises three work streams; Estates, People and Health & Safety along with a Steering Board. Purpose is to develop and outline options for returning to work at our office locations using our agile capabilities, if lockdown restrictions are eased and/or lifted.
<b>Health and Safety Operational Group</b>	<b>Reports to Reintegration Steering Group</b> Ensure that effective risk management and monitoring processes are in place for services and for return to the office environment in the short, medium and long term linking with key service and partner leads

2.1.2 HSU have also had representation on further working groups as detailed in the relevant sections of this report to provide specific support e.g. in the provision of PPE, direct support to schools and supporting the Trafford Test and Trace process.

2.1.3 The communication of all our COVID guidance and information had been supported through the provision of our [#Stay EPIC COVID19 Support intranet pages](#), regular updates in the Staff and Manager Briefings, information on our '6 boxes', schools specific communications and also Senior Manager communications.

## **2.2 Supporting our Workforce to Work from Home**

2.2.1 To protect staff from the risks of COVID, arrangements were put into place to allow our workforce to work from home where possible to do so. Many colleagues had to adapt very quickly to a new of working and this brought a number of considerations to ensure the health, safety and wellbeing of our staff.

2.2.2 Homeworking support for our staff has been delivered through three key themes:

- **Workstation equipment**

Working with our IT Service, additional workstation equipment was made available to all colleagues through a central ordering system. This included access to laptop risers, keyboards and mice to enable staff to work from laptops safely. Over 700 pieces of kit were ordered. These can continue to be ordered from the IT service.

- **Workstation Assessment Guidance and Support**

Additional health & safety workstation guidance and support for working from home was developed and communicated which included a 'self-assessment' and advice on setting up your workstation correctly, taking regular breaks and stretching exercises. Where further support was required, details were referred to HSU to provide a more detailed assessment and provide advice on the workstation set up and any further equipment required. Colleagues also have had the opportunity to borrow office furniture on a temporary basis where a need was highlighted.

- **Health and Wellbeing Support when Working from Home**

Guidance was also produced to support the mental wellbeing of colleagues working from home which included advice on:

- Staying connected to colleagues
- Creating home/work boundaries
- Setting work hours
- Looking after you mental and physical health

## **2.3 COVID Secure Buildings and Services**

2.3.1 In line with Government Guidance, we have ensured that those colleagues who can work from home continue to do so. However key services still needed to operate from our buildings. We therefore, adopted a number of practical measures to ensure our buildings are COVID secure.

2.3.2 The reintegration sub group and health and safety operational group provides a cross functional team to develop a safe process for return of staff. In line with Government Guidance our main administrative buildings have been subject to a COVID19 Buildings Risk Assessment to minimise the risk of infection and transmission of COVID 19. Practical measures have included:

- Managing the occupancy of our main buildings to 20% of our normal capacity.
- Social distancing arrangements in place through clearly signed one way systems, restrictions on desk use and managing occupancy in kitchens, toilets and meeting rooms.
- Increased cleaning regimes and hand hygiene arrangements.
- Screens installed at public facing areas.

2.3.3 Guidance has been produced for managers and staff to inform of these arrangements. The arrangements are monitored and reviewed on a monthly basis by HSU in conjunction with the Building FM Teams. Any issues of concern are reviewed and where necessary escalated to RCG.

2.3.4 A template COVID19 Building Risk Assessment has also been developed for Premises Managers to put into place arrangements at other buildings. The Health and Safety Team has supported managers in completing the assessments at Ascot House, Registrars Service, Libraries, Music Service, Flixton House and Arts Centre. Specific 'COVID19 House Risk Assessments' have been developed for our Supported Living Services and Children's Homes to suit their particular working arrangements. Where staff are based in Health owned buildings, HSU have liaised with the TLCO Health and Safety Adviser who has completed the COVID19 Risk Assessment for those buildings.

## **2.4 Service Risk Assessment Support**

2.4.1 Service Leads and Managers are responsible for making sure the risks associated with COVID19 have been assessed in relation to their work activities. To assist with this process HSU provided a risk assessment template to guide colleagues through the key areas to consider as part of the risk assessment process. Specific support has been provided across our range of services as required.

## **2.5 Protecting our Staff at Greater Risk**

- 2.5.1 Throughout the pandemic, government guidance has been issued to provide further protection for persons at greater risk from COVID19 including those who are 'Clinically Extremely Vulnerable' and 'Clinically Vulnerable'.
- 2.5.2 In line with this guidance and other evidence based data, Trafford guidance for services and for schools was produced, which has been revised as the government guidance changes. It takes Service Leads and Head Teachers through an individual risk assessment process to identify and consult with staff at greater risk and how they should be supported with any additional protective measures
- 2.5.3 The guidance has been widely communicated through our intranet pages and staff and manager briefings. Managers were also requested to incorporate this process as part of their team 'Check In's'

## **2.6 Supporting our Trafford Test and Trace Process**

- 2.6.1 HSU play a role in supporting the local test and trace arrangements to respond effectively to suspected and confirmed cases of COVID19 and minimise the risk of transmission within the work environment.
- 2.6.2 Led by the Public Health COVID Trace team, the process responds to notified cases and triggers the following actions:
- Self-isolation of affected staff and ensuring a test is obtained
  - An assessment of the working arrangements and any further potential contacts
  - Communication to contacts to ensure strict social distancing and hygiene arrangements are adhered to.
  - HSU support in identifying any further steps to minimise the risk of transmission within the workplace setting including reviewing the COVID Secure arrangements

## **2.7 Schools Support and SLA Delivery**

- 2.7.1 School settings including our community schools were supported in putting into place the arrangements for the safe return of staff and children to the classroom. The measures to assist schools through this six months of the pandemic included:
- The provision of a Schools overarching COVID19 risk assessment template for schools to identify and put into place the arrangements to protect staff and pupils from COVID19 related risks.
  - HSU participation in a multi-disciplinary Schools Panel consisting of representatives from HR, Health and Safety, Education, Public Health and cleaning services to have oversight of the risk assessments being produced by Trafford Schools and offer any further support or guidance.
  - Attendance at school and union update meetings to answer any queries and provide any further advice and guidance
- 2.7.2 The schools SLA has focused on providing COVID health and safety support in addition to any other general enquiries and incident advice. Currently, 78 schools have purchased the Health and Safety SLA for 2020-21, compared to 75 in the previous year. The breakdown of schools is shown in table 2.

**Table 2: Breakdown of school SLA buy-back**

<b>School Type</b>	<b>Number</b>
Community	39
Voluntary Controlled	1
Voluntary Aided	19
Independent	2
Academy	17
<b>Total</b>	<b>78</b>

2.7.3 HSU are currently finalising options to deliver further ‘virtual’ audit support for schools during the pandemic that assist with their ongoing compliance and management of health and safety issues whilst continuing to manage COVID related risks for pupils and staff.

## **2.8 Provision of PPE to Key Services**

2.8.1 The Trafford and Manchester Mutual Aid Hub provides a contingency supply of PPE (Personal Protective Equipment) to ensure teams and providers have the protection they need to deliver essential services and includes our Trafford Core and Commissioned Services.

2.8.2 The Trafford and Manchester Hub Project Team including colleagues from Transformation, Public Health, CCG, and Health and Safety have defined systems in place to:

- Analyse and track demand for PPE
- Procure mutual aid stock levels.
- Manage the ordering and distribution of required PPE
- Provide guidance on the process and appropriate use of PPE
- Quality assure items of PPE

HSU have representation on the weekly PPE Group meeting to support the mutual aid hub.

2.8.3 HSU have worked closely with our Trafford core services to identify the PPE need for those teams, assess and order the PPE required and make arrangements for it to be distributed to those teams via Service Leads. This is continually reviewed as the restrictions and demands on services alter.

## **2.9 Health and Wellbeing Support During the Pandemic**

2.9.1 The impact of the COVID Pandemic has significant implications for the mental wellbeing of our colleagues through issues including increased anxiety regarding the situation, demands and changes to our work environment in continuing to deliver key services in challenging times, feelings of loneliness and isolation through the restrictions and the general impact upon the balance of our home and working lives.

2.9.2 We have continued to provide, promote and signpost staff to a range of support to in line with our ongoing *EPIC You* Health and Wellbeing Strategy and this is summarised in in Table 3 below.

**Table 3: EPIC You Health and Wellbeing Activities and Support**

Activity	Details
<b>Trafford Support Services</b>	<ul style="list-style-type: none"> <li>• <b>Trafford Council/CCG Mental Health First Aid Network:</b> Promoting our trained volunteers who are a point of contact if colleagues are experiencing a mental health issue or emotional distress.</li> <li>• <b>Trafford Employee Assistance Programme:</b> 24/7, easy to access confidential support. Unlimited access to information and counselling</li> </ul>
<b>Mental Health Awareness Week (May 2020)</b>	<ul style="list-style-type: none"> <li>• A week of promotional communications and support               <ul style="list-style-type: none"> <li>- Signposting to internal and external support services</li> <li>- Promoting taking time to talk and check in on each other</li> <li>- Promoting our 'Cheers for Peers' and 'EPIC Star Awards'</li> <li>- Being kind and random acts of kindness</li> <li>- Being kind to yourself and self-care</li> </ul> </li> </ul>
<b>COVID Pulse Survey</b>	<ul style="list-style-type: none"> <li>• Listening to staff and acting on their feedback in line</li> </ul>
<b>Health and Wellbeing Guidance and Support</b>	<ul style="list-style-type: none"> <li>• <b>Working from Home Support:</b> Support tools and guides to embrace working from home</li> <li>• <b>Stay EPIC Manager Resources:</b> guidance needed to support their teams, so they can have sensitive conversations with individuals and signpost them to help where needed.</li> <li>• <b>EPIC Manager Health and Wellbeing Module:</b> Launch of this module as part of the EPIC Manager programme to ensure managers are able to support the wellbeing of their teams.</li> <li>• <b>EPIC You Intranet Pages:</b> Continuing to signpost colleagues to a wide variety of mental wellbeing resources</li> </ul>

### 3. Accident Statistics

3.1 Accident statistics can provide an important aspect of monitoring health and safety performance and help identify areas where risk needs to be managed more effectively. However, the COVID pandemic has had a significant impact on our workforce delivery in terms of:

- A substantial proportion of our workforce working from home
- Temporary pausing of the delivery of some services in line with the restrictions or delivering them in a reduced way
- Changes in the way some of our front line services have delivered support to service users
- Reduction in the provision of 'walk in' customer access to some of our buildings
- Schools initially only open to key worker pupils and the reopening on a phased basis ahead of full reopening in September 2020

3.2 We have therefore seen a dramatic decrease in the reports of incidents for April-September 2020. Accordingly, the report will not fully analyse the trends of these incidents to previous years, as is usually detailed in this report, but instead will provide a brief overview of the incidents received.

**3.3** The total number of incidents for April-September reported to the HSU has reduced from 70 incidents reported in 2019 to 20 in 2020. Tables 4 and 5 provide a breakdown of these incidents by service area, directorate and type of accident.

**Table 4: Numbers of accidents by Directorate and Service Area**

Directorate	Service Area	No of incidents
<b>Adults Services</b>	Adults Neighbourhood Teams	8
Total		<b>8</b>
<b>Childrens Services</b>	Education Standards, Quality and Assurance	1
Total		<b>1</b>
<b>Governance &amp; Community Strategy</b>	Customer Services	2
Total		<b>2</b>
<b>Transformation and Resources</b>	Cleaning Support Service	2
	Catering Support Service	1
Total		<b>3</b>
<b>Place</b>	Regulatory Services	1
Total		<b>1</b>
<b>Schools</b>	Special Schools	3
	Community Schools	2
Total		<b>5</b>
<b>Total Accidents</b>		<b>20</b>

**Table 5: Type of accident by Directorate**

Type of accident	Directorates – See Key Below							Total
	A	B	C	D	E	F	G	
Animal/Insect	0	0	0	0	0	1	0	1
Verbal assault, threats or Intimidation	1	0	0	2	0	0	0	3
Contact with a chemical agent	0	0	0	0	1	0	0	1
Contact with hot surface/substance	1	0	0	0	0	0	0	1
Other kind of incident	2	0	0	0	0	0	0	2
Physical Assault	2	0	0	0	0	0	2	4
Road Traffic Collision	1	1	0	0	0	0	0	2
Slipped, tripped, fell on same level	1	0	0	0	2	0	2	5
Striking against object	0	0	0	0	0	0	1	1
<b>Totals</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>20</b>

A - Adults  
 C - Finance and Systems  
 E - Transformation and Resources  
 G - Schools

B - Childrens  
 D - Governance & Community Strategy  
 F - Place

### 3.4 Types of Accidents

- 3.4.1 Slips and trips accounted for the most incidents, with 5 taking place during this period. These occurred within catering and cleaning services, adult services and schools. These were isolated incidents with no trends evident.
- 3.4.2 Four incidents related to physical assault. Two of these took place within Supported Living and two within Special Schools and related to managing adults and children with challenging behaviour. There were 3 incidents of verbal assault, threats or intimidation. Two of these related to services users displaying volatile behaviour at Sale Waterside reception when trying to access homelessness support with the commissioned service HOST. The other incident was in relation to adult services with a support worker receiving verbal aggression from the relatives of a service user.
- 3.4.3 The remaining incidents involved a variety of circumstances and were not related.

### 3.5 Rate of Reportable Injuries to Staff

There were no incidents that were reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive during the period covered by this report

## 4. Continued Delivery of Health and Safety Improvement Plan

The focus of the HSU's work programme was reprioritised to deal with the COVID Pandemic, however the following wider work including COVID related work streams continued to be delivered

### 4.1 Key Work Programme Actions

The following actions detailed in Table 3 were completed

**Table 6: 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
	COVID19 Building Risk Assessment Templates	Completed
	COVID19 Service Risk Assessment Templates	Completed
	Persons at Greater Risk of COVID19 Guidance	Completed
	Working from Home Guidance	Completed
<b>Corporate COVID Support</b>	COVID Secure arrangements for our main buildings	Completed
	COVID Secure arrangements for services	Completed
<b>Schools COVID Support</b>	Schools Risk assessment reviews	Completed
<b>Fire Evacuation arrangements</b>	Review of fire precautions and fire register arrangements for our Council buildings and schools during COVID	Ongoing

## 4.2 Training

The HSU has continued to work with the Learning and Development Team to provide essential training as detailed in table 7

**Table 7: Training delivered April-September 2020**

Course/Training	Number of Courses	Number Attended/Trained
First Aid at Work refresher (2 day)	2	6
Moving and Handling (Adults) Update	11	50
Online Moving and Handling (People) Transport	1	20
Online Health & Safety Induction	-	162
Online General Manual Handling	-	50

## 4.3 Requests for Service

HSU have continued to respond to a very high level of requests for advice and support in light of COVID and also other complaints or incidents relating to Health and Safety at Work issues.

## 4.4 Display Screen Equipment (DSE) Assessments

A total of 37 DSE (computer) workstation assessments have been carried out by the HSU for employees. 29 cases were to support staff who were adapting to working from home and 8 cases involved more complex assessment support to provide a safe workstation and environment.

## 4.5 Moving and Handling Support

- 4.5.1 Moving and Handling training is an essential part of induction and mandatory training requirements within some of our Health and Social Care Services. There was an increased demand for support as staff were recruited or redeployed to support these services during the COVID-19 outbreak.
- 4.5.2 The Health and Safety Team continue to support this increased training need with the delivery of the online Moving and Handling Training and Support Package. The system is now being used by staff in Ascot House, Care at Home and Supported Living Services providing effective additional training for existing and new staff. It includes online videos, safe systems of work and training tools. All staff receive tailored training records to monitor their competence in moving and handling tasks.
- 4.5.3 Socially distanced face to face moving and handling training was delivered for new staff at Ascot House and Care at Home. A total of 50 new staff were trained to provide them with the additional support they require in their new roles.



4.5.4 The Council’s Moving and Handling Lead and Consultant have also 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	3
Complex M&H - Children	4
Complex DSE	4

**4.6 Fire Safety**

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

- Revising our fire management and evacuation processes at the our main administrative buildings due to the impact of our COVID Secure and occupancy arrangements
- Providing fire advice to schools to ensure fire compliance whilst managing COVID related risks
- Completing fire risk assessments where required at our schools

**5. Conclusion**

The report has highlighted the significant work that has been delivered in response to the COVID Pandemic to protect our workforce whilst continuing to deliver our services. This has been hugely challenging but also rewarding and has been achieved through effective coordinated and collaborative work with services and partners.

This work will continue and we will be prepared to face further challenges during the recovery phase and ensure that we are able to continue to deliver support to our services and schools into 2021. This performance will be detailed further in the year-end report.

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