

Public Document Pack



TRAFFORD COUNCIL

Tuesday, 17 January 2023

Trafford Town Hall
Talbot Road
Stretford
M32 0TH

Dear Councillor,

Your attendance is requested at a meeting of the Council of the Borough of Trafford on **WEDNESDAY, 25 JANUARY 2023, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

- | | Pages |
|--|--------------|
| 1. Minutes | |
| To approve as a correct record for signature by the Mayor as Chair of the Council, the Minutes of the Meeting of the Council held on 23 November 2022 | 1 - 4 |
| 2. Announcements | |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairs of Scrutiny Committees and the Head of Paid Service. | |
| 3. Questions By Members | |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairs of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. | |
| 4. Petition - Save Altrincham Town Hall | |
| To consider the following petition requiring debate: | |
| <p>We the undersigned petition the Council to abandon its intention to dispose of Altrincham Town Hall unless it is to a community-based organisation as was done with Stretford Public Hall and the George Carnall Leisure Centre in Urmston.</p> | |

Continued ...

Altrincham Town Hall is a beautiful building, both inside and out, and it has served the local community well for the past 120 years. It must continue to function that way and we implore the Council to ensure this happens.

Why is this so important? The Town Hall is a key component of Altrincham's heritage and it is now the only true community space left in the town centre offering affordable facilities for meetings, events and other activities. It is used by many community groups and its impressive Council Chamber is a perfect and increasingly popular location for weddings.

It must not become one of those "you only miss it once it's gone" items. Timperley has already lost its library, and the Jubilee Centre in Bowdon is scheduled to be next. Hale, Broadheath and Hale Barns have only very limited meeting facilities and the loss of Altrincham Town Hall would thus leave the area of south Trafford with virtually no available community space at all.

Note: In accordance with the Council's Petition Scheme, a petition containing more than 500 signatures will be debated by the Council. The petition organiser will be given five minutes to present the petition and then it will be discussed by the Council for a maximum of 15 minutes.

5. **6-month Corporate Report on Health, Safety & Wellbeing- 1 April to 30 September 2022**

To consider a report of the Executive Member for Health and Wellbeing and Equalities.

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6. **Motions**

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

(a) **Motion Submitted by the Liberal Democrats Group - Improving Public Safety with later-running Trams**

This Council notes that:

- Trafford residents, either working in the hospitality sector or enjoying the night-time economy, face a curfew for the tram, expensive taxis, or a risky walk home in the dark.
- Tackling both Violence Against Women and Girls (VAWG) and gender-based violence more widely are priorities for Greater Manchester Police across the city region.
- Greater Manchester Mayor Andy Burnham has announced his ambition to make the city's tram network the "11th district" for policing.

Continued ...

- This means that a late-night tram service across Greater Manchester is increasingly becoming the best transport option to ensure thousands of people across the region can get home safely in the evenings and after dark.

Regarding the viability of such a service, this Council further notes that:

- Since November 2021 London's "night tube" continues to be successful and has surpassed fears that it would have limited customers. The service runs at an off peak cost.
- Concerns that there won't be enough passengers can be assuaged by looking to the success of the later running Airport Line which is much used as the "last tram" home for many. An expansion to existing services would not mean less use and many passengers could use a day ticket which runs for the whole service.
- Metrolink has seen a growth and return to pre-pandemic levels of service users on the Greater Manchester tram network.
- The population of Greater Manchester is projected to rapidly increase in the coming years as more and more people move to our city. Here in Trafford we will see additional population increase around projects such as 'Trafford Waters' which will have a higher percentage of public transport users.
- We must have the responsibility and foresight to put into practice safe and accessible public transport links.

This Council resolves to:

- Ask Transport for Greater Manchester to run a 3 month trial of the night tram on the Altrincham to Bury service, and to monitor its success.
- If a trial is granted, to work in close partnership with British Transport Police to ensure that resourcing is in place to keep a late night service safe for all users, with an emphasis to preventing gender based violence.
- Ask the Leader to write to the Mayor of Greater Manchester calling for his support.

(b) Motion Submitted by the Labour Group - Fairer Funding for Trafford

This Council notes the sustained pressure on local authority finances across the country. Local authorities have borne the brunt of budget cuts over and above those made to other government departments since 2010. This year in particular the Council faces an enormous budget challenge with the cost of living crisis and other factors meaning that the Council's budget gap for 2023/25 has increased to more than £27 million.

Trafford's funding challenge is made more difficult each year by an outdated funding formula that leads to the Council receiving one of the worst funding settlements in the country. Indeed, were Trafford to be funded at even 90% of the national average for local authorities, the Council would benefit from additional funding of some £5.7 million per annum.

Council notes and welcomes the work undertaken recently by the Executive and Council to campaign for a fairer funding settlement for Trafford. To this end Council affirms our commitment to support the aims of the F20 campaign, a cross-party group of councils seeking to remedy this longstanding funding inequity; and resolves to ask the Leader to write to the Prime Minister calling for an immediate review of this funding formula noting that the detrimental impact this outdated mechanism is having is placing services in Trafford at risk.

(c) Motion Submitted by the Labour Group - Public Health Funding and Preventative Disease

This Council notes that:

- Preventable disease continues to have a massive impact on the public's health, the NHS and the economy.
- Tobacco is the biggest cause of cancer and premature death in the UK.
- Decades of comprehensive policy action have meant adult smoking prevalence in the UK in 2019 was at a record low at 14.1%, but this masks significant inequality.
- Differences in smoking rates make it one of the leading drivers of health inequalities, responsible for half the difference in life expectancy between the lowest and highest income groups in England.
- Smoking is estimated by Action on Smoking and Health (ASH) to cost society £17 billion annually for England, £2.4 billion of which falls to the NHS.
- That through their public health duties, local authorities are responsible for improving the health of their population and do this through services such as stop smoking services and wider tobacco control activities.

Continued ...

Further Council:

- Believes that local government must be adequately resourced to fulfil their public health duties.
- Supports Cancer Research UK's calls for a Smokefree Fund (a fixed annual charge on the tobacco industry, making the tobacco industry pay for the damage their products cause, without being able to influence how the funds are spent) to fund local tobacco control work, and urges the UK Government to consider implementing a Smokefree Fund as part of its efforts to reach the Smokefree 2030 target and tackle health inequalities.

(d) **Motion Submitted by the Green Party Group - A Parking Policy to Work for Clean Air and on the Climate Crisis**

This Council notes:

Parking policy has the potential to be one of most effective tools councils can use to reduce car dependency and promote road safety. Trafford Council can free up space, create an attractive public realm and work towards our Climate Emergency and Vision Zero ambitions. The time for this has never been so urgent. UN Secretary General, Antonio Guterres, told world leaders at the opening of Cop27: "We are in the fight of our lives and we are losing. Our planet is fast approaching tipping points that will make climate chaos irreversible." This Council can use its parking controls to incentivise and enable a shift towards more sustainable transport that will benefit all road users. This must also be fair and not disproportionately affect the less well off in the borough.

The Campaign for the Protection of Rural England (CPRE) Parking Policy Benchmark Tool suggests a range of practical measures by which parking policy can be utilised to support its vision and principles. This Council notes that many of these measures are already being actively implemented by councils around the UK and recommends that there should be scrutiny of these measures to assess their viability for adoption in Trafford.

This Council believes:

The CPRE Parking Policy Benchmark Tool 2022 offers a template which this Council could use to reset its own parking controls. This Council should share its vision and principles:

- Recognition of the need to reduce car use and ownership, and the role parking policy plays in this.
- Recognition of the role parking policy plays in improving air quality and public health.
- Recognition of the role parking policy plays in creating safe and attractive streets.

Continued ...

- Recognition of the role parking policy plays in reducing greenhouse gas emissions.
- A pledge to make parking policy fair for all residents, not just car owners.
- A hierarchy of kerbside use that places Blue Badge holders and sustainable uses above car parking.

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This Council resolves to:

- Instruct Scrutiny to set up a Task and Finish Group to assess Trafford Council's parking controls that reports with recommendations to the Executive by no later than the end of January 2024.
- Contact the CPRE to notify them of this work and invite them to advise the Task and Finish work.
- Create a list of borough-wide schemes that could benefit from extra parking revenue funding that meet our Vision Zero ambition.
- Write to Sarah Storey, Active Travel Commissioner, to inform her that we are undertaking this work and that it relates to our Vision Zero ambition.

(e) **Motion Submitted by the Conservative Group - Youth Council for Climate Change**

Egypt COP27 was just finished last week (November 2022). If there is one thing we learnt, that is that fact that "We are on a highway to climate hell with our foot on the accelerator", said by the UN Secretary General Antonio Guterres.

The year of 2022 is unforgettable, not only because of the energy security, but also because of the UK's first ever red heat warning in July. This was followed by drought across much of England at the same period as flood alerts were issued as the heatwave broke up with thunderstorms and torrential rain in Aug.

Trafford Council declared the "Climate Emergency" in Nov 2018. It is now the Council's duty to cut emissions, increase biodiversity, protect our communities and adapt services to minimise the impact of climate change, adapt waste collections, protect more vulnerable including those receiving adult social care, women, children and young people.

What we have found is that young people have been underrepresented and their voices are largely missed in Trafford. Young people are more vulnerable to climate emergency than older adults who have better paid work, more qualifications and capital, and stronger networks. The ramifications include increasing anxiety about climate related disruption, food poverty and energy poverty.

Continued ...

Furthermore, we also found that young people can be powerful motivational speakers, but they are often tokenistic and continue to be excluded from decision making. That's why we are calling on the Council to work urgently with families, schools and communities to deliver a fresh approach to ensure young people's voice can be heard by creating a Youth Council for Climate Change by the end of March 2023 where young people can speak up about the issues that affect them and for adults to listen and take their views seriously.

All children have the right to live in a safe and clean environment, and we know that the climate crisis is an issue children and young people are passionate about. Meanwhile, we also know that youth leadership is a largely untapped resource for climate actions. When genuine youth leadership happens, it can mobilise communities at speed and at scale. That's why we believe it is vital for them to have a platform, and one where we can engage with them, to understand their needs on climate actions and work with young people together and in a meaningful way on this profound challenge.

(f) **Motion Submitted by the Conservative Group - Community Engagement in Trafford**

This Council notes that:

- Neighbourhood Forums previously took place in each Trafford Locality. Neighbourhood Forums met on an ad-hoc basis and were convened for specific topics. They have also been used as a consultation vehicle, for example as part of the budget consultation.
- Through Locality Working, Locality Partnerships were introduced which partly took on the role of the Neighbourhood Forums. Locality Partnerships were a group of local citizens, community groups, councillors, and staff who worked in organisations such as the Council, Police, leisure, housing and health, who came together to share information and ideas, build relationships and create change. The Locality Partnerships are no longer meeting, nor undertaking any of the functions that they were established for.
- Community engagement at the Council is currently primarily undertaken by the Community Engagement Team, established under Covid-19 and is funded until March 2023, with discussions taking place regarding how to secure the future of the Team. The Inclusive Economy and Communities Team also undertake some community engagement but there is no scope within that Team to establish Neighbourhood Forums.

Continued ...

- The Executive Member for Culture, Leisure and Strategic Partnerships has responsibility for promoting a neighbourhood and area focus across the Council and the Borough and for ensuring appropriate consultation with partners and the community on matters within the portfolio.
- The ruling Labour Group 2018 manifesto on page 5 promised that “We will hold quarterly public meetings with the Council Executive at which members of the public can attend and ask questions and continue to explore better communication channels with the public.” Those meetings do not appear to be taking place currently.
- The 2021 Trafford Labour manifesto on page 16 stated regarding the Climate Emergency that “...the Labour Group commits to convening a Trafford Citizen’s Assembly in this calendar year to involve and engage residents in the decisions we need to take to move forward with our green agenda.” A motion was passed at the December 2020 Council meeting and part of the resolution was “...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.” It was announced at the October 2022 Council meeting that the Citizen’s Assembly will not be progressed, however.

This Council believes that:

- Neighbourhood Forums can provide an opportunity for citizens to speak face-to-face with councillors and council officers. They can also provide an opportunity for citizens to be consulted in their local communities on new policy proposals.
- With the end of the Covid-19 lockdowns, direct engagement between citizens and the council can and should take place on a more formalised basis as in the past.

This Council resolves:

That the Executive Member for Culture, Leisure and Strategic Partnerships brings a report to Executive, no later than the March 2023 Executive meeting, which sets out the options for engaging directly with citizens through a Neighbourhood Forum approach.

Yours sincerely,



SARA TODD
Chief Executive

Council - Wednesday, 25 January 2023

Membership of the Council

Councillors C. Boyes (Mayor), D.C. O'Sullivan (Deputy Mayor), D. Acton, S. Adshead, A. Akinola, J.M. Axford, J. Bennett, Miss L. Blackburn, J. E. Brophy, B. Brotherton, D. Bunting, D. Butt, Dr. S. Carr, G. Carter, K.G. Carter, D.N. Chalkin, G. Coggins, L. Dagnall, R. Duncan, S. G. Ennis, W. Frass, M. Freeman, S.J. Gilbert, J. Harding, B. Hartley, W. Hassan, S. J. Haughey, J. Holden, F. Hornby, C. Hynes, D. Jarman, D. Jerome, W. Jones, J. Leicester, J. Lloyd, S. Maitland, M. Minnis, M. Mirza, D. Morgan, P. Myers, A. New, J.D. Newgrosh, T. O'Brien, E. Patel, K. Procter, S. Procter, T. Ross, J. Slater, S. Taylor, S. Thomas, R. Thompson, L. Walsh, M.J. Welton, A. Western, D. Western, M.P. Whetton, G. Whitham, A.M. Whyte, A.J. Williams, B.G. Winstanley, J.A. Wright, Mrs. P. Young and S. Zhi.

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

This Summons was issued on **Tuesday, 17 January 2023** by the Governance Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

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TRAFFORD BOROUGH COUNCIL

23 NOVEMBER 2022

PRESENT

The Worshipful the Mayor (Councillor Chris Boyes), in the Chair.

D.C. O'Sullivan (Deputy Mayor)	B. Hartley	K. Procter
D. Acton	W. Hassan	T. Ross
S. Adshead	S. J. Haughey	J. Slater
A. Akinola	J. Holden	S. Taylor
J.M. Axford	F. Hornby	S. Thomas
Miss L. Blackburn	C. Hynes	R. Thompson
J. E. Brophy	D. Jarman	L. Walsh
B. Brotherton	D. Jerrome	M.J. Welton
D. Bunting	W. Jones	A. Western
D. Butt	J. Leicester	D. Western
Dr. S. Carr	J. Lloyd	M.P. Whetton
G. Carter	S. Maitland	G. Whitham
K.G. Carter	M. Minnis	A.M. Whyte
D.N. Chalkin	M. Mirza	A.J. Williams
G. Coggins	D. Morgan	B.G. Winstanley
S. G. Ennis	A. New	Mrs. P. Young
W. Frass	J.D. Newgrosh	S. Zhi
M. Freeman	T. O'Brien	
J. Harding	E. Patel	

In attendance

Chief Executive	S. Todd
Director of Legal and Governance	D. Sykes
Governance Manager	J. Addison
Senior Governance Officer	I. Cockill

APOLOGIES

Apologies for absence were received from Councillors J. Bennett, L. Dagnall, R. Duncan, S.J. Gilbert, P. Myers, S. Procter and J.A. Wright.

42. MINUTES

That the Minutes of the Meeting of the Council held on 12 October 2022, be approved as a correct record and signed by the Chair.

**Meeting of the Council
23 November 2022**

43. ANNOUNCEMENTS

(a) Former Councillor Dora Carter

With regret the Mayor referred to the sad death of a former Councillor, Mrs. Dora Carter, aged 99 years on 23 October 2022. Mrs. Carter, whose Funeral Service was on 7 November was also a former Greater Manchester Council representative and served for many years on the Police Committee.

As a mark of respect, the Council stood for a few moments in memory of its former colleague.

(b) Scrutiny Committees

Councillor Acton, Chair of Scrutiny advised that Budget Scrutiny Sessions were to be held on 29 November and 1 December 2023 and that all non-Executive Members were welcome to attend.

Councillor Whetton, Chair of Health Scrutiny Committee reported that due to the impending By-Election in the Borough attempts were being made to re-arrange the date of the next meeting and that the Committee was still determined in its continuing attempts to get the Altrincham Minor Injuries Unit re-opened. Also, two new task and finish projects were underway which Councillor Whetton anticipated would provide important results for the Council and he looked forward to presenting them in due course.

Councillor Denise Western, Chair of Children's and Young Peoples Scrutiny Committee likewise indicated that a rearranged meeting date was being sought in January/February 2023 and that members of the Committee were also participating in two task and finish projects.

44. MEMBERSHIP OF COMMITTEES AND COUNCIL/OUTSIDE BODIES

RESOLVED: That Council notes that:

- (a) Councillor Butt was appointed to the vacancy on the Greater Manchester Pension Fund Management/Advisory Panel, with effect from 18 October 2022;
- (b) Councillor Butt replaced Councillor Mirza as the Shadow Executive Member for Economy and Regeneration, with effect from 21 October 2022;
- (c) Councillor Freeman replaced Councillor Dagnall as a member of Planning Development Management Committee, with effect from 24 October 2022; and

**Meeting of the Council
23 November 2022**

- (d) The political balance of Committees was reviewed as a result of Councillor Dagnall becoming an Independent Member and the Conservative Group was allocated one of the Labour Group places on Children and Young People's Scrutiny Committee. Consequently, Councillor Dagnall ceased to be a Member of the Committee and Councillor Zhi was appointed with effect from 25 October 2022.

45. LOCAL AUTHORITY REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Chief Executive and Returning Officer submitted a report detailing the results of the Returning Officer's review of polling districts and polling places and setting out proposals regarding relocations of polling places and re-designation of polling districts.

The report also provided details regarding ward boundaries changes recommended by the Local Government Boundary Commission for England (LGBCE) following the completion of a review of Trafford's ward boundaries.

Further to the report a slight revision was reported in respect of the Timperley North polling district and it was noted that Appendices A and B had been updated and published with the agenda papers. Regarding the revision, it was also noted that the consequential changes would need to be reflected in the appendices for the Broadheath Ward.

RESOLVED -

- (1) That the Council notes that the LGBCE ward boundary recommendations detailed in this report are subject to approval from Parliament.
- (2) That the outcome of the Local Authority's review of its polling districts and polling places, be noted.
- (3) That the proposed relocations of polling places, as detailed in the report and set out in Appendix A, be approved subject to the revisions reported in respect of the Broadheath and Timperley North Wards.
- (4) That the proposed re-designation of polling districts, as detailed in the report and as set out in Appendix B, be approved subject to the revisions reported in respect of the Broadheath and Timperley North Wards.
- (5) That the Returning Officer be delegate authority to:
 - (a) make further necessary changes to polling places/polling stations that may occur before the elections on 4 May 2023. This includes making changes to any polling place, should it become unavailable, prior to the election, thus allowing the polling place to be changed without full Council approval; and

**Meeting of the Council
23 November 2022**

- (b) make further necessary changes to polling places/polling stations that may occur as a result of changes to the recommendations made by LGBCE and as directed and approved by Parliament.

The meeting commenced at 7.00 p.m. and finished at 7.15 p.m.

TRAFFORD COUNCIL

Report to: Council
Date: 26 January 2023
Report for: Information
Report of: Executive Member for Health and Wellbeing and Equalities

Report Title

**6-month Corporate Report on Health, Safety & Wellbeing
– 1 April to 30 September 2022**

Summary

1. To provide information on council wide health and safety performance and delivery
2. To provide a summary of other key developments in relation to health, safety and wellbeing for the period 1 April – 30 September 2022

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 and Safety
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 work programme of audits carried out by the Health and Safety Unit, together with on-going policy/guidance developments, training provision and investigations of accidents and incidents are designed to continually improve compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None

Risk Management Implications	A refocus on the fundamentals of health and safety management is being completed in 2022-23
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 Council remains committed to high standards of health, safety and wellbeing for all staff, visitors, contractors, elected members and others who may be affected by our activities. This report covers the period 1 April-30 September 2022 and provides:
- Key health and safety performance information, highlighting proactive and reactive activities undertaken by the Health and Safety Unit (HSU) working with partners
 - Activities and initiatives delivered with partners to support our workforce under the ‘EPIC You – Health and Wellbeing Strategy’
- 1.2 After a challenging couple of years through the Covid19 pandemic and ensuring the safety and wellbeing of our workforce, April 2022 saw the return to the offices for many of our colleagues.
- 1.3 Key strategic and operational groups brought together a multi-disciplinary team to manage and facilitate the effective and safe return of our staff. At the start of April 2022, all remaining general restrictions were removed, and we moved to the new phase of ‘living with Covid’.
- 1.4 HSU provides a targeted proactive programme of interventions to manage existing and emerging risks to the workforce and others affected by the Council’s work activities. Work for April-September 2022 included:
- The safe reintegration of staff to our offices
 - Conducting audits and health and safety support including the One Trafford Waste and Recycling Services, Bereavement Services and schools
 - A refocus on managing volatile incidents within our main council buildings
 - Providing a range of face-to-face health and safety training to 207 colleagues in addition to online training.
 - Collaborative delivery of a range of health and wellbeing activities and opportunities to the workforce under the EPIC You Employee Health and Wellbeing Strategy.
- 1.5 Updates also continue to be provided to the relevant Corporate Directors and Joint Consultative Committees.

2. Proactive audits and support in council services and schools

2.1 Council service support

2.1.1 Reintegration support

As outlined in the previous *'Year End Corporate Report on Health, Safety & Wellbeing – 1 April 2021 to 31 March 2022'* a multi-disciplinary team supported the effective and safe return of staff to our offices in April. Restrictions of space and occupancy were lifted, but the following measures and support are in place:

- Good ventilation in place through mechanical and natural means
- Regular cleaning regimes provided
- Sanitising stations remain in place in the offices and meeting rooms
- Refreshed intranet guidance and communications in staff and manager briefings
- Smart working styles supported in the office with collaborative workspaces and meeting room technology to support face to face and virtual meetings
- Processes in place for the assessment and provision of a safe workstation both at home and in the office.
- Workstation improvements at Sale Waterside, with improved desktop electrical socket provision throughout the building.

2.1.2 One Trafford Waste and Recycling Service audit

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

The audit evaluated standards of health and safety management through discussions with key service leads and employee representatives, reviews of paperwork and on the ground crew checks. The subsequent audit report provided a summary of findings and an action plan for areas for further development. Health and safety performance issues and updates on progress are discussed at One Trafford Partnership meetings with representatives from the Client Team and Amey Services.

2.1.3 Bereavement Services support

Bereavement Services have been receiving advice and support in a review of their health and safety arrangements at the crematorium and associated sites. This has included a health and safety self-assessment, on-site support and review of documentation. Arrangements such as risk assessments and general premises management arrangements are being supported.

2.1.4 Safe delivery of elections

The elections were again supported to deliver successful arrangements for polling stations, postal votes and the count. With Covid restrictions removed, measures remained in place to support hand hygiene, cleaning and ventilation at the venues and ensuring staff who were unwell did not participate in the arrangements.

2.1.5 Managing volatile incidents in our buildings

HSU, estates and emergency planning teams are collaborating to improve the security and wellbeing of staff at Trafford Town Hall and Sale Waterside. This project is being refreshed post-pandemic, with consideration to data including:

- Independent security reports through our insurer
- Incident reports of violence and aggression including a review of an incident in July 2022.

Table 1 summarises the actions taking place.

Table 1: Key security issues being progressed

Area of work	Action
Security staff	<ul style="list-style-type: none">• Increased security presence• Implemented standard operating procedures i.e. daily checks, patrols, incident log recorded• Improved communication arrangements• Staff communications to introduce the security team
Active procedural measures	<ul style="list-style-type: none">• Review of response procedures to incidents e.g. general response, use of interview rooms, panic button procedures.• Improved management of visitors attending our buildings (lanyards, supervision, sign in/out)
Physical security measures	<ul style="list-style-type: none">• Prioritising investment to key risk areas and scoping physical works based on data and incident reports
Training and awareness	<ul style="list-style-type: none">• Preparing staff security communication for the workforce e.g. incident reporting and key security awareness messaging• Identifying appropriate awareness training for key roles and the general workforce
Data collection	<ul style="list-style-type: none">• Continuing to review incident reports, concerns and security staff data to inform further actions

2.1.6 Sit-stand desk opportunities

As teams have now returned to our offices, we are revisiting the opportunities for some sit-stand desks to be made available at Trafford Town Hall and Sale Waterside. They allow the user to work periodically sat down or comfortably in a standing position. There are several known wellbeing benefits to working in this way including reducing potential back pain, improving circulation, mood and energy levels and preventing ill health conditions through more 'active' working. Two styles of desks are currently being evaluated and service consultation is taking place to inform on the best type of desk and locations for them to be installed.

2.2 Schools Support and SLA Delivery

2.2.1 School SLA delivery through the pandemic had been through 'virtual/remote' audit provision. All schools under the SLA were aided with a monitoring toolkit to assist them in reviewing their health and safety performance. This was supported with HSU advice and information via the telephone, email or Microsoft Teams. Site visits were still available where required. for consistency, this service continued to the end of the school SLA Year in August 2022. Seven fire management visits took place between April and September.

- 2.2.2 In addition to the audit support, schools continued to have access to:
- Accident reporting and investigation support.
 - Unlimited advice and guidance through our duty officer system.
 - Access to school specific guidance on our SLA portal (*As well as general safety topics, this included emerging issues such as the production of 'Hot weather guidance for schools' to support them during the July heatwave*)
 - Access to a range online health and safety training.
- 2.2.3 The school Health and Safety SLA year 2021-22 closed in August with 77 schools having received competent support. Currently, 80 schools have purchased the Health and Safety SLA for 2022-23, including all our community schools. The breakdown of schools is shown in table 2.

Table 2: Breakdown of school SLA buy-back

School Type	Number
Community	38
Voluntary Controlled	1
Voluntary Aided	21
Independent	2
Academy	18
Total	80

- 2.2.4 HSU will be returning to delivering on-site visits for the audit programme throughout the year and are recommending that schools select the 'full management audit' option for 2022-23.

3. Health and Wellbeing Support

- 3.1 The wider HR Service in conjunction with partners and staff groups has continued to deliver a range of interventions for our workforce and provide, promote and signpost a wealth of support in line with our *EPIC You* Health and Wellbeing Strategy.
- 3.2 The legacy impact of the pandemic and other recent factors such as the cost of living and financial concerns have continued to drive wellbeing as an integral and vital aspect of staff support. The strategy and operational group to support that strategy, have been reviewed and refreshed in 2022.
- 3.3 Table 3 summarises the themes and interventions that have been delivered during April to September.

Table 3 EPIC You Health and Wellbeing Activities and Support

Activity	Details
Trafford Support Services	<ul style="list-style-type: none"> • Trafford Staff Mental Health First Aid Network: Promoting our trained volunteers who are a point of contact if colleagues are experiencing a mental health issue or emotional distress. We have 14 mental health first aiders. • Trafford Employee Assistance Programme: 24/7, easy to access confidential support. Unlimited access to information and counselling
Tea and Talks	<ul style="list-style-type: none"> • Tea and Talk sessions hosted monthly by our mental health first aiders aimed at supporting staff to connect and take some time out from pressures of work and home life.
Staff Support Sessions	<ul style="list-style-type: none"> • Training: Recent training on domestic abuse has been made available for managers with plans to introduce more training on menopause awareness following feedback from colleagues. • 'Let's Talk' Sessions: Recent Leaders 'Let's Talk' sessions have included a focus on financial wellbeing, with signposting to internal and external resources and sources of support that colleagues can access, as well as tips for leaders to help them to start a conversation on this topic with their team members. • Mindful Mondays – A colleague from Childrens Services, who has completed mindfulness training, is running a monthly mindfulness drop-in session for staff, each session has a different theme and includes some mindfulness practice. • EPIC Manager Health and Wellbeing Module: Launch of this module as part of the EPIC Manager programme to ensure managers are able to support the wellbeing of their teams.
Wellbeing campaigns and events	<ul style="list-style-type: none"> • The Staff Active Travel Group promoted and ran 'Cycle September' encouraging active travel • We have planned activity for Talk Money Week (7-11th November) including 2 lunch and learn sessions from the Money and Pension's Service and Welfare Rights team
Health and Wellbeing Guidance and Support	<ul style="list-style-type: none"> • In response to the cost of living crisis we have worked with staff networks and Family Information Service, to provide a central resource of 'cost of living' information, resources and support. This is held on the Trafford Directory which is linked from our wellbeing intranet page and is regularly updated.

4. Accident statistics

4.1 Overview

4.1.1 Reviewing incidents and overall accident data is an important aspect of our monitoring arrangements. It helps check that our health and safety arrangements are working and can identify where further support and measures are required.

4.1.2 During the six-month period of this report, we have seen a slight increase in incidents reported but they are comparable to the previous year. The total number of incidents for April-September reported to the HSU was 68 compared to 63 incidents in 2021. 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
Adults Services	Adults Neighbourhood Teams	5
Total		5
Childrens Services	Education Standards, Quality and Assurance	12
	Childrens Social Care	1
Total		13
Strategy and Resources	Catering Operations	3
	Access Trafford	1
Total		4
Place	Regulatory Services	2
Total		2
Schools	Special Schools	35
	Community Schools	9
Total		44
Total Accidents		68

Table 5: Type of accident by directorate

Type of accident	Directorates – See Key Below							Total
	A	B	C	D	E	F	G	
Contact with hot surface/substance	0	0	0	0	0	1	0	1
Hit by moving, flying or falling object	0	0	0	0	0	1	4	5
Hit something fixed or stationary	0	0	0	0	0	0	1	1
Other kind of incident	0	0	0	0	1	0	1	2
Physical Assault	4	7	0	0	0	0	24	35
Road Traffic Collision	0	1	0	0	0	0	0	1
Slipped, tripped, fell on same level	0	4	0	0	0	2	5	11
Striking against object	0	0	0	0	1	0	2	3
Trapped	0	0	0	0	0	0	1	1
Verbal assault, threats or Intimidation	1	1	0	0	0	1	5	8
Totals	5	13	0	0	2	5	43	68

A – Adults
C - Finance and Systems
E - Place
G – Schools

B – Childrens
D - Governance & Community
F - Strategy and Resources

4.2 Types of accidents

4.2.1 As in previous years, violence and aggression accounted for the majority of incidents and in similar trends to that reported in 2021. Physical assault (including a wide range of physical incidents due to aggressive behaviour) accounted for 35 incidents compared to 28 in 2021. These occurred in adults social care, special schools and Trafford transport provision when managing challenging behaviour. Focused work to consider these continuing incidents includes:

- Working with a Special School to review their recently updated behaviour management strategies to assess the potential positive impact on reducing incidents.
- Supporting TTCU with a review of their service delivery in response to incidents and reviewing the training needs of their staff to manage challenging behaviour.

4.2.2 There were 8 reported incidents of verbal assault, threats or intimidation (as was reported in 2021) again mainly related to special schools. One significant incident involved a physical security breach at Trafford Town Hall which was used to inform the improved security work outlined in point 2.1.5.

4.2.3 Slips and trips accidents accounted for 11 incidents and mainly occurred within a school or school catering environment. These involved a variety of circumstances and were not related.

4.2.4 Of note, is that April-September 2022, saw no reports submitted for moving and handling injuries. This is very encouraging given the substantial amount of work delivered for moving and handling assessment/training and also workstation assessment support.

4.3 Rate of reportable injuries to staff

4.3.1 Positively 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.

5. Continued delivery of health and safety support services

5.1 In addition to the targeted service and school support outlined, HSU have continued to provide health and safety guidance in the following areas.

5.2 **Guidance review and update**

The following guidance detailed in Table 6 has been completed or is currently in progress.

Table 6: Key work programme actions completed or being progressed by HSU

Area of development	Actions	Status
Corporate and school guidance review	Risk Assessment Guidance for Managers Updated	Completed
	Reintegration guidance for staff in place to reflect 'Living with Covid' and general infection control principles	Completed
	Fire policy updated	Completed
	Fire safety guidance for premises managers updated	Completed
	Fire safety evacuation for persons requiring assistance is being reviewed and updated	In progress
	Schools hot weather guidance provided	Completed
Fire Evacuation arrangements	Review of fire precautions and fire register arrangements for our Council buildings following reintegration of staff	Completed

5.3 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 2022

Course/Training	Number of Courses	Number Attended/Trained
Emergency First Aid at Work	3	19
First Aid at Work (3 day)	3	18
First Aid at Work refresher	1	3
Moving and Handling & Fire Safety Awareness (Supported Living)	4	39
Fire Evacuation Chair Training	2	4
Moving and Handling Induction (Adults)	4	17
Moving and Handling induction (TTCU)	1	7
Moving and Handling Risk Assessment Training	2	2
Moving and Handling Quickmove equipment training	3	28
Online General Manual Handling	-	18
Online Health & Safety in the workplace	-	112
Online Health and Safety: Health and Social Care	-	37
Team Teach (positive behaviour management)	3	26

5.4 Requests for service

HSU have continued to respond to a high level of requests for advice and support as staff reintegrated back into the workplace from April 2022 and also other complaints, incidents or enquiries relating to health and safety at work issues.

5.5 Display screen equipment (DSE) assessments

A total of 20 complex DSE (computer) workstation assessments have been carried out by the HSU for employees. These included supporting colleagues working from home and those with more complex health needs.

5.6 Events consultation

HSU act an internal consultee for any organised events taking place on Council land. They also provide advice and guidance for events organised by the Council and attend multi-agency safety advisory groups as required. This includes the review of risk assessments and event safety plans for an event to be managed and run safely. The number of events to be reviewed April-September 2022 increased post-covid (43 applications). In addition to the usual range of events taking place (community fetes, sporting events, outdoor productions etc.), May saw an increase in events for the Queen's Jubilee.

5.7 Moving and handling support

5.7.1 The Moving and Handling Lead has delivered and coordinated a comprehensive range of support across our Adults and Children's Services to provide staff with the competence and training in moving people safely. This protects both our staff and service users.

5.7.2 As detailed in Table 7, a substantial programme of moving and handling training has been delivered including:

- Induction and updates for Ascot House and Care at Home staff. This continues to be supported with an online moving and handling training and support package. Specific new equipment training has also been provided to staff in Ascot House.
- Awareness training for all Supported Living staff (also includes fire safety awareness delivered in conjunction with the Fire Lead)
- Trusted assessor training was delivered just before April 2022, involving working collaboratively with the TLCO to deliver innovative training that enables social care staff to order assessed equipment needs quickly and relieve the pressures on hospital discharges. This was monitored and a new cohort is being considered currently for further training.

5.7.3 There has been a dramatic increase in moving and handling referrals from schools for children with special educational needs as they started the new school year. There were 20 cases supported by the Council's Moving and Handling Lead and Consultant.

5.8 **Fire safety**

- 5.8.1 The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services to ensure we meet our duties under relevant fire legislation.
- 5.8.2 Fire safety evacuation information and briefings have been provided as staff returned to our offices in April. Regular communications have also been provided through the year on the arrangements in place.
- 5.8.3 Fire evacuations drills were completed at both Trafford Town Hall and Sale Waterside to test the fire arrangements in place at our main administrative buildings. Fire drills were also completed at Timperley, Hale and Altrincham libraries, the latter being a joint exercise with the NHS, with the library being based within an NHS building.
- 5.8.4 The Fire Lead completed 5 fire risk assessments at school premises and also supported with fire consultation for new building works within two schools.
- 5.8.5 HSU have been working with our Estates Team and Amey through the One Trafford Partnership to review fire risk assessment provision in line with our corporate responsibilities for the Trafford Estate.

A revised programme of identified fire risk assessments is now underway for our Corporate Estate to ensure we maintain our legal duties under fire legislation.

6. **Conclusion**

- 6.1 The report has highlighted a range of health, safety and wellbeing work and interventions that continue to be delivered as our workforce have reintegrated to our offices. There has been a refreshed focus on our proactive auditing and support programme for services and schools as well as specific projects to improve the safety, security and wellbeing of our workforce.
- 6.2 There has also been preparation for the launch of a health and safety initiative to re-energise and engage with services on health and safety fundamentals post pandemic. This includes dedicated bite size resources, monthly communications, and audit programme.
- 6.3 Further details of this initiative and an update of the corporate safety and wellbeing programme will be provided in the end of year report.

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