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TRAFFORD
COUNCIL

Tuesday, 16 May 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, 24 MAY 2023**, at **6.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

	Pages
1. Mayor and Chair of Council	
To elect the Mayor who will be Chair of Council for the ensuing year and receive notification of the appointment of the Consort.	
2. Appointment of Deputy Mayor and Vice Chair of Council	
To appoint the Deputy Mayor who will be Vice-Chair of Council for the ensuing year and receive notification of the appointment of the Consort.	
3. Vote of Thanks	
A vote of thanks to the retiring Mayor and Mayoress.	
4. Minutes	
To approve as a correct record the Minutes of the Meeting of the Council held on 15 March 2023 for signature by the Mayor as Chair of the Council.	1 - 18
5. Results of Elections of Councillors	
To receive a report of the Returning Officer on the results of the Poll held on 4 May 2023 for the respective wards of the Borough.	19 - 22

6. Leader of the Council and Executive Arrangements

To elect the Leader of the Council and note that the Leader will appoint the membership of the Cabinet and a Deputy Leader. The Council is also asked to note any Shadow Executive arrangements. 23 - 26

7. Council Committees

To receive a report on the Committees of the Council, their composition, membership and terms of reference for the 2023/24 Municipal Year. 27 - 54

8. Appointments to Outside and Independent Bodies

To receive a report on Council appointments to outside and independent bodies for the 2023/24 Municipal Year. To Follow

9. Timetable of Council and Committee Meetings

To approve a timetable of meetings for 2023/24. 55 - 58

10. Delegated Decisions and Urgent Action for Committees

To approve the following arrangements for dealing with delegated decisions and urgent action:

(a) Delegated Decisions

That where, under the approved scheme of delegation, decisions may be taken by Officers in consultation with non-Executive Members then in the absence of any specific arrangements having been made, the Officer shall consult the appropriate Chair, Vice-Chair and Opposition Spokesperson.

(b) Urgent Action

That, in situations which require emergency action the Chief Executive or the appropriate Officer, in consultation with the Chair and Vice-Chair of the Committee concerned and the Opposition Spokesperson where appropriate (or their respective nominees), be authorised to deal from this date until the Annual Meeting of the Council in 2024, 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.

11. Delegated Functions and Amendments to the Constitution

To receive a report of the Director of Legal and Governance and Monitoring Officer: 59 - 102

12. Report on Special Urgency Decisions

To consider a report of the Director of Legal and Governance and Monitoring Officer. 103 - 104

13. Protocol for Amendment to Motions

To consider a report of the Director of Legal and Governance Monitoring Officer. 105 - 110

14. Members' Allowances Scheme - Report of the Independent Remuneration Panel (IRP)

To consider a report of the Director of Legal and Governance and Monitoring Officer and the recommendations of the Independent Remuneration Panel. 111 - 162

Yours sincerely,



SARA TODD
Chief Executive

Membership of the Council

Councillors D. Acton, S. Adshead, J.M. Axford, B. Babar, O.J. Baskerville, J. Bennett, J. Brophy, B. Brotherton, D. Butt, G. Carter, K.G. Carter, K. Chakraborty, G. Coggins, M. Cordingley, Z.C. Deakin, R. Duncan, P. Eckersley, S. G. Ennis, N. Evans, W. Frass, S.J. Gilbert, J. Harding, B. Hartley, W. Hassan, S. J. Haughey, E.L. Hirst, J. Holden, F. Hornby, C. Hynes, D. Jarman, D. Jerrome, W. Jones, J. Leicester, S.E. Lepori, J. Lloyd, S. Maitland, M. Minnis, J.D. Newgrosh, A. New, T. O'Brien, D.C. O'Sullivan (Deputy Mayor), E.R. Parker, E. Patel, R. Paul, K. Procter, S. Procter, T. Ross, J. Slater, H. K. Spencer, O. Sutton, M.J. Taylor, S. Taylor, S. Thomas, R. Thompson, L. Walsh, M.J. Welton, D. Western, M.P. Whetton, A.M. Whyte, A.J. Williams, B.G. Winstanley, J.A. Wright and S. Zhi.

Further Information

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

Ian Cockill, Governance Officer
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Email: ian.cockill@trafford.gov.uk

This Summons was issued on **Tuesday, 16 May 2023** by the Governance Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

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TRAFFORD BOROUGH COUNCIL

15 MARCH 2023

PRESENT

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

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

In attendance

Chief Executive	S. Todd
Director of Legal and Governance and Monitoring Officer	D. Sykes
Governance Officer	M. Cody
Senior Governance Officer	I. Cockill

APOLOGIES

Apologies for absence were received from Councillors D. Bunting, L. Dagnall, M. Freeman, S. Maitland, J.D. Newgrosh, S. Taylor, L. Walsh, A. Western and A.M. Whyte.

63. MINUTES

That the Minutes of the Meeting of the Council held on 15 February 2023, be approved as a correct record and signed by the Chair.

64. ANNOUNCEMENTS

(a) Scrutiny Committee

Councillor Acton, Chair of Scrutiny Committee announced that the Committee had established Task and Finish Group for the reduction of car dependency in the Trafford area with Councillor Axford as its Chair. Councillor Acton acknowledged

**Meeting of the Council
15 March 2023**

that it would be a difficult task to convince people to use alternative means and looked forward to the Group reporting back and its submission to Council in due course.

(b) Health Scrutiny Committee

Councillor Whetton, Chair of Health Scrutiny reported that the Task and Finish Group investigating access to GPs had received a reasonable response from its residents' survey, however, the response rate from GPs was disappointing. The content of responses provided a lot of detail to consider and recommendations were currently being finalised in anticipation of an interim report being signed-off by Health Scrutiny Committee and published before the end of the municipal year.

(c) Children and Young People's Scrutiny Committee

Councillor D. Western, Chair of Children and Young People's Scrutiny Committee informed the Council that an interim report was expected before the end of the municipal year from the Committee's Task and Finish Group established to investigate children's access to mental health services.

65. QUESTIONS BY MEMBERS

The Mayor reported that 11 questions had been received under Procedure Rule 10.2 and, on the basis that each question and response had been circulated, advised that these would be taken as read and that he would proceed with the supplementary questions. (Note: All the questions and responses are available to view on the Council's website.)

(a) Question 1 from Councillor Myers re: the Trafford Labour Manifesto 2018 pledge to keep Trafford's council tax low

Councillor Myers asked as a supplementary question as to whether the Leader had any idea when his party would be keeping to their manifesto commitment. Councillor Ross, the Leader of the Council referred again to his definition being as to how Council Tax compared with the other Greater Manchester authorities and other comparator groups which was well below the Band D average. Despite the financial challenges all local authorities had faced over the past 13 years of austerity, Trafford had continued to maintain a low Council Tax compared with its neighbours and the Leader stated that it was his Group's intention to carry that on whilst at the same time he reminded the Council of the percentage increase proposed in the last budget set by a Conservative administration.

(b) Question 2 from Councillor D. Western re: photo ID for voters in the local elections

Councillor D. Western did not have a supplementary question.

**Meeting of the Council
15 March 2023**

(c) Question 3 from Councillor Morgan re: damage to grass verges

Councillor Morgan asked as a supplementary question what plans the Executive Member had to do more to stop this blight on neighbourhoods. Councillor Adshead, the Executive Member for Environmental Services believed that there was no simple solution and that each site would have to be looked at individually to see if it could be resolved locally.

(d) Question 4 from Councillor Morgan re: the Trafford Labour 2018 Manifesto statement, point 31, "We will establish 20mph zones around all primary schools"

As a supplementary question, Councillor Morgan the Executive Member why the pledge had been dropped. Councillor Adshead, the Executive Member for Environmental Services advised that 20mph zones by themselves were not the only consideration when looking to improve safety around schools and that authorisation for CCTV to enforce such zones was a key factor. Ideally, the Council would like to introduce a lot more schemes but each location had to be assessed independently to determine the most appropriate solution.

(e) Question 5 from Councillor Frass re: the road surface outside St Hugh's Primary in Timperley

Councillor Frass asked as a supplementary question whether the Executive would consider accelerating the timetable for repair, in view of the fact that Park Road was part of the route of the Manchester Marathon taking place in approximately 4 weeks' time. Councillor Adshead, the Executive Member for Environmental Services referred to his written response which indicated that patching repairs were being considered but unfortunately, as works had to be programmed and aligned with school holidays, was unable to add anything further.

(f) Question 6 from Councillor Miss Blackburn re: use of Altrincham Library for community meetings as a result of the proposals for Altrincham Town Hall

Councillor Miss Blackburn asked as a supplementary question whether another venue in Altrincham town centre could be considered should Altrincham Library be unable to be used for evening community meetings. Councillor Patel, the Executive Member for Economy and Regeneration confirmed that it was a genuine offer to explore venues and that the Open Plus System allowed that flexibility. Councillor Patel also confirmed that there were alternatives in the nearby area and had a list of community buildings on offer in Altrincham, therefore it was something that had been looked into.

(g) Question 7 from Councillor Holden re: ensuring that damage to verges, pavements and road surfaces caused by developers and contractors during building work is repaired to a satisfactory standard

As a supplementary question Councillor Holden asked how often the monitoring processes had been implemented over the past 12 months or so. Councillor Adshead, the Executive Member for Environmental Services confirmed that

**Meeting of the Council
15 March 2023**

Inspectors from Planning and Highways would visit the site during implementation of the scheme and following completion and invited Councillor Holden to meet with him if he had concerns about a particular case.

- (h) Question 8 from Councillor Holden re: the number of children not offered a place at any of their listed schools and in which wards they were resident

Councillor Holden asked as a supplementary question how the Council planned to enhance the provision of school capacity to allow more young people to continue their education within their communities and not, at a crucial time in their lives, be torn away from their friends, family and social group, simply to fill in partly empty schools. Councillor New, Lead Member for Education agreed to respond by email and inform all Members.

- (g) Question 9 from Councillor Brophy re: the number of claimants in Trafford with disabilities and long-term illnesses being contacted about debt:

Councillor Brophy asked as a supplementary question whether the Council took into account all the additional expenditure people faced in maintaining their health and wellbeing and would the Executive Member outline the steps taken to ensure financial fairness for adults with disabilities and long-term illness and the additional measures which took into account the current cost of living crisis. Councillor K. Carter, the Executive Member for Adult Social Care referenced her response which demonstrated that a great deal of care and sensitivity was shown and expressed her full support and trust that staff would take into account people's individual circumstances. Councillor K. Carter acknowledged that, since the Council had not received any additional funding, it had not been able to factor in cost of living support but was assured that staff would manage any outstanding payments from vulnerable clients with as much sensitivity as possible.

- (h) Question 10 from Councillor Newgrosh re: the reduction of street waste bins

In the absence of Councillor Newgrosh, the Mayor permitted Councillor Ennis to put a supplementary question and he asked what plans would be brought forward to roll out more bins across the borough and return provision to original levels. Councillor Adshead, the Executive Member for Environmental Services reported that the proposal and replacement programme came forward and was supported at a time when the controlling group was in opposition. Previously, there were open top litter bins, unmanageable dog waste bins and in certain areas an over provision and Councillor Adshead confirmed that the programme was not about reducing the number of receptacles but was to introduce more suitable waste bins across the Borough. With the locations having been agreed by ward Councillors, currently there would not be any extra provision, as investment had been significant and had led to a reduction in littering from bins that were not fit for purpose.

- (i) Question 11 from Councillor Chalkin re: Hale Village investment

Councillor Chalkin did not have a supplementary question.

**Meeting of the Council
15 March 2023**

66. MEMBERSHIP OF COUNCIL

RESOLVED: That the Council notes that Councillor Dr. Carr resigned as a Member of the Council, with effect from 20 February 2023.

67. GREATER MANCHESTER MINIMUM LICENSING STANDARDS FOR TAXIS

The Executive Member for Housing and Neighbourhoods submitted a report proposing amendments to the implementation date for the hackney carriage and private hire age and emissions standards for existing Trafford licensed vehicles, which were proposed as part of the Greater Manchester Minimum Licensing Standards project and adopted by Council on the 24 November 2021.

The Executive considered the matter on 23 January 2023 and recommended to the Council that the compliance date be extended from 1 April 2024 to 1 April 2026.

RESOLVED –

- (1) That the implementation dates for age limits for existing licensed vehicles be amended as per Standard 2 in Table B, within section 6 of the report.
- (2) That the implementation dates for emission standards for existing licensed vehicles be amended as per Standard 3 in Table B, within section 6 of the report.
- (3) That the decision to further amend the implementation dates for age limits and emission standards for existing licensed vehicles, as per Standard 2 and Standard 3 in Table C, within section 6 of the report, be delegated to the Corporate Director of Place, in consultation with the Executive Member for Housing and Neighbourhoods, should there be further delays to the introduction of the Clean Air Plan and the taxi funding support package and it would not be appropriate to introduce the implementation dates in Table B of the report.

68. TRAFFORD COUNCIL'S PAY POLICY STATEMENT 2023/24

The Executive Member for Health and Wellbeing and Equalities submitted a report providing the Council with information relating to Trafford's Pay Policy for 2023/24 in line with the requirements of the Localism Act 2011.

RESOLVED: That the report be noted and the 2023/24 Pay Policy statement, as recommended by Employment Committee on 20 February 2023 and as set out in the report, be approved.

**Meeting of the Council
15 March 2023**

69. DRAFT TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS - 2023/24

The Director of Legal and Governance submitted a report recommending adoption of a provisional timetable of Council and Committee meetings for the 2023/24 municipal year.

RESOLVED: That the provisional timetable of Council and Committee meetings for the 2023/24 municipal year, as set out in Appendix 1 to the report, be approved and recommended to the Annual Meeting of the Council on 24 May 2023.

70. SUPPLEMENTARY ITEM - WAIVER OF THE SIX MONTH COUNCILLOR ATTENDANCE RULE

(Note: The Mayor allowed consideration of this matter as an item of urgency and varied the order of business to present a request to waive the six-month Councillor attendance rule prior to the end of the 6-month period.)

The Monitoring Officer submitted a report advising the Council of a request received to extend the six-month rule, as detailed in the report.

RESOLVED: That the Council, in accordance with Section 85 of the Local Government Act 1972, approves Councillor Dagnall's request for a three-month extension to the attendance rule on medical grounds, until 15 June 2023.

71. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - PROTECTING OUR PRECIOUS GREEN BELT

It was moved and seconded that:

"The Secretary of State for Levelling Up, Housing and Communities in December made a statement in the House of Commons in relation to an update on the Levelling Up and Regeneration Bill.

In this statement the Secretary of State confirmed that whilst he will maintain a method for calculating he believes that the plan-making process for housing has to start with a number, this number should be an advisory starting point, a guide from that is not mandatory.

The Secretary of State further added that it will be up to Local Authorities, working with their communities, to determine how many homes can actually be built, taking into account what should be protected in each area - be that our precious green belt or national parks. It will be down to local authorities to determine how many homes can be built, taking into many factors, including protecting our precious Green Belt.

The Secretary of State further outlined how those local authorities with local plans at an advanced stage of preparation who will not benefit from these provisions can take advantage of transitional arrangements to produce plans

**Meeting of the Council
15 March 2023**

that are compliant with the new guidance. Although this Council is part of the Places for Everyone submission, we have no adopted local plan. As such the housing need calculation made within Places for Everyone is now obsolete and not in line with national guidance. As such it is clear that Trafford's local plan be produced in line with the new national guidance. Bearing in mind the clarification outlined in the Secretary of State's statement in the House of Commons;

This Council resolves to;

- To withdraw Trafford Council from the Greater Manchester "Places for Everyone" Plan with an immediate priority.
- Develop a joint approach to calculating housing need through community consultation and a reinforced brownfield first policy.
- Make a public commitment to protect the Borough's precious Green Belt by removing the Timperley Wedge and Carrington Moss sites from any future local plan."

It was moved and seconded as an amendment that:

This Council believes that:

Tackling the housing crisis is essential in order to provide fairer futures for the next generation.

A plan that works for all of Trafford Borough is best developed in Trafford Borough, by this Council and in consultation with the people we represent.

Every part of the borough should be afforded fair and equal treatment when it comes to providing access to nature and wildlife and protecting what remains of our green spaces.

This Council recognises:

That Trafford Council has recently focussed substantial energy on preserving green spaces in the north of the borough, and now will seek to find similar ways to protect those in the south of the borough.

The site of the former municipal golf-course William Wroe - which spans both sides of the Manchester to Liverpool railway in Flixton - was removed from the Greater Manchester Spatial Framework (the predecessor to Places for Everyone) and now enjoys 'field of trust' status.

The lengthy work which would be required to submit all such green spaces to Fields of Trust; and agrees to find alternative ways to protect vulnerable green space in the south of the borough from unnecessary development.

**Meeting of the Council
15 March 2023**

Plans to develop Timperley Wedge would remove the last large open green space between the already heavily developed urban areas of Timperley and Hale Barns, thus removing the ‘green lung’ between those communities and the airport.

The density of the housing means the current ‘Timperley Ward’ has one of the lowest percentages of green space of any ward in Trafford and the further increase in density resulting from building large numbers of houses and office buildings on Timperley Wedge would be detrimental to the area.

Council Officers have confirmed that there is sufficient brownfield space in Trafford for more than 16,400 dwellings. A ‘brownfield first’ approach can provide Trafford with the homes it needs and should be pursued more vigorously.

That the Secretary of State for Levelling Up, Housing and Communities in December made a statement in the House of Commons in relation to an ~~update~~ **government U-turn** on the Levelling Up and Regeneration Bill.

In this statement the Secretary of State confirmed that whilst he will maintain a method for calculating he believes that the plan-making process for housing has to start with a number, this number should be an advisory starting point, a guide from that is not mandatory.

The Secretary of State further added that it will be up to Local Authorities, working with their communities, to determine how many homes can actually be built, taking into account what should be protected in each area - be that our precious green belt or national parks. It will be down to local authorities to determine how many homes can be built, taking into many factors, including protecting our precious Green Belt.

The Secretary of State further outlined how those local authorities with local plans at an advanced stage of preparation who will not benefit from these provisions can take advantage of transitional arrangements to produce plans that are compliant with the new guidance.

Although this Council is part of the Places for Everyone submission, we have no adopted local plan. As such the housing need calculation made within Places for Everyone is now obsolete and not in line with national guidance. As such it is clear that Trafford’s local plan be produced in line with the new national guidance. Bearing in mind the ~~clarification outlined in the~~ Secretary of State’s ~~statement~~ **U-turn** in the House of Commons.

This Council resolves to:

- ~~To~~ withdraw Trafford Council from the Greater Manchester “Places for Everyone” Plan with an immediate priority.
- Develop a joint approach to calculating housing need through community consultation and a reinforced brownfield first policy.

**Meeting of the Council
15 March 2023**

- Make a public commitment to protect the Borough's precious Green Belt by removing the Timperley Wedge and Carrington Moss sites from any future local plan."

(Note: During the debate on the amendment, the time being 8:07 p.m., the Mayor indicated that speeches on this matter would now be limited to a maximum of one minute 30 seconds per speaker.)

Following a debate on the matter, the amendment was put to the vote and declared lost. The Substantive Motion was then put to the vote and was also declared lost.

72. MOTION SUBMITTED BY THE GREEN PARTY GROUP - MAKING VOTES COUNT WITH PROPORTIONAL REPRESENTATION

It was moved and seconded that:

"This Council notes:

Within Europe, only the United Kingdom and authoritarian Belarus still use the archaic First Past the Post (FPTP) system for general and local elections. Internationally, Proportional Representation (PR) is used to elect parliaments in more than 80 countries.

At the 2019 general election:

- The SNP won one seat every 25,883 votes.
- The Conservatives won one seat for every 38,264 votes
- Labour won one seat for every 50,837 votes.
- The Liberal Democrats won one seat for every 336,038 votes.
- The Green Party won one seat for every 866,435 votes.
- The BREXIT party received no seats despite winning over 600,000 votes (2%) nationwide.

FPTP returns a government that doesn't represent the will of the voters. FPTP also permits the basic unfairness of minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats but 100% of the power.

The impact of FPTP is to leave millions of voters feeling unrepresented and unheard.

Under a PR voting system MPs, councillors and other elected representatives would better reflect the views of their communities. This would lead to improved decision-making, higher turnout and increased levels of ownership of decisions taken.

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland, and at local elections in Scotland. Welsh

**Meeting of the Council
15 March 2023**

councils also now have the right to adopt a PR system for their local elections if they so choose.

This Council believes that:

- The FPTP system has contributed to dangerous levels of distrust and disillusionment with our democratic processes and politicians.
- 3 elections between 2015 and 2019, and 3 Prime Ministers in the last year, shows that FPTP does not lead to stable government.
- It is essential that faith is restored in our democratic system and that the public see Parliament as fairly reflecting their views.
- Our FPTP voting system is a significant barrier to restoring this faith and all but guarantees that the balance of opinion among the electorate is not reflected in Parliament or in council chambers.
- A system of proportional representation in which seats match votes and all votes count equally would help to rebuild public trust. It would ensure that all political views are represented in Parliament and councils in proportion to their level of public support.

Council therefore resolves:

- 1 To request that the leader of the council writes to the Government asking it:
 - to change our outdated electoral laws to enable proportional representation to be used for general elections,
 - and to (following the Welsh Government's example) allow Councils to use a PR system if they so choose.
- 2 To request the leader to sign, on behalf of this council, the Electoral Reform Society petition calling for fair votes in English local government.
- 3 To call upon Trafford's MPs to push for a change to electoral law to permit proportional representation and to promote the matter for debate within Parliament."

It was moved and seconded as an amendment that:

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**Meeting of the Council
15 March 2023**

- The BREXIT party received no seats despite winning over 600,000 votes (2%) nationwide.

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The impact of FPTP is to leave millions of voters feeling unrepresented and unheard.

Under a PR voting system MPs, councillors and other elected representatives would better reflect the views of their communities. This would lead to improved decision-making, higher turnout and increased levels of ownership of decisions taken.

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland, and at local elections in Scotland. Welsh councils also now have the right to adopt a PR system for their local elections if they so choose.

With 2.8 million people, Greater Manchester is almost as populous as Wales with 3.1 million people, yet the citizens of Greater Manchester do not enjoy the same devolved powers to decide their own electoral systems for local elections as the citizens of Wales.

This Council believes that:

- The FPTP system has contributed to dangerous levels of distrust and disillusionment with our democratic processes and politicians.
- 3 elections between 2015 and 2019, and 3 Prime Ministers in the last year, shows that FPTP does not lead to stable government.
- It is essential that faith is restored in our democratic system and that the public see Parliament as fairly reflecting their views.
- Our FPTP voting system is a significant barrier to restoring this faith and all but guarantees that the balance of opinion among the electorate is not reflected in Parliament or in council chambers.
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 - and to (following the Welsh Government's example) allow Councils to use a PR system if they so choose.

**Meeting of the Council
15 March 2023**

- 2 To request the leader to sign, on behalf of this council, the Electoral Reform Society petition calling for fair votes in English local government.
- 3 To call upon Trafford's MPs to push for a change to electoral law to permit proportional representation and to promote the matter for debate within Parliament.
- 4 **To call upon Greater Manchester's Mayor to use his office to push for our region to have the devolved powers necessary to switch to proportional representation for the local election of Councillors to the ten boroughs of Greater Manchester."**

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

(Note: The Council continued to debate the substantive Motion and with the time being 8:45 p.m., the Mayor indicated that speeches on this matter would now be limited to a maximum of two minutes per speaker.)

Following further debate, the substantive Motion was then put to the vote and declared lost.

73. MOTION SUBMITTED BY THE LIBERAL DEMOCRATS GROUP - REMOVING TRAFFORD BOROUGH FROM PLACES FOR EVERYONE

RESOLVED: That the Council notes that this Motion has been withdrawn.

74. MOTION SUBMITTED BY THE LABOUR GROUP - CARE EXPERIENCED AS A PROTECTED CHARACTERISTIC

It was moved and seconded that:

"The Independent Review of Children's Social Care headed by Josh McCallister recommended that "Government should make care experience a protected characteristic" and that "New legislation should be passed which broadens corporate parenting responsibilities across a wider set of public bodies and organisations". The report published in May 2022 stated that "Many care experienced people face discrimination, stigma and prejudice in their day to day lives. Public perceptions of care experience centre on the idea that children are irredeemably damaged and that can lead to discrimination and assumptions being made".

One young person told the review that a teacher had told them "You're smart - for a kid in care" another young person said "I don't want people to point out that I am in care if I don't want that mentioned. It makes me so cross – that shouldn't happen."

This stigma and discrimination can be explicit and often comes with assumptions about the likely characteristics of children and adults that have care experience. They can also be implicit and are evidenced in the way care experience is discussed in schools, workplaces and the media.

**Meeting of the Council
15 March 2023**

At its worst this can lead to care experienced people being refused employment, being disadvantaged in education or facing unfair judgements about their ability to parent when they have children and families of their own.

Hearing testimony from care experienced people sharing the discrimination they have experienced, even from a very young age, it is clear that such discrimination can be similar in nature to other groups that have a legally protected characteristic under the Equality Act (2010).

So, while there may be ways that society can help reduce stigma and discrimination, including creating greater public consciousness on these issues, just as with other areas of equality, there is a case to go further. Therefore, the government should make care experience a protected characteristic.

Following the publication of the review, Trafford Council engaged with representatives from Trafford's After Care Council to understand what considering Care Experienced as a Protected Characteristic would mean to them.

This Council believes that Care Experienced people face significant barriers that impact them throughout their lives and recognises that;

- Despite the resilience of many care experienced people, society too often does not take their needs into account.
- Care experienced people often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system.
- Care experienced people often face a postcode lottery of support
- As corporate parents, councillors have a collective responsibility for providing the best possible care and safeguarding for the children who are looked after by us as an authority.
- Councillors should be champions of our looked after children and challenge the negative attitudes and prejudice that exists in all aspects of society.
- The Public Sector Equality Duty requires public bodies, such as councils, to eliminate unlawful discrimination, harassment and victimisation of people with protected characteristics.
- Council acknowledges that children don't choose to enter the care system, that they don't choose to be split up from their siblings, and don't choose to be placed outside their local area, where this happens.
- Council respects a young person's right not to disclose their care experienced status, unless they wish to.

**Meeting of the Council
15 March 2023**

Council therefore resolves:

1. When making any decisions in relation to its policies or formulating Corporate Plans it recognises that Care Experienced people are a vulnerable group who face discrimination;
2. That it recognises that Councils have a duty to put the needs of vulnerable people at the heart of decision-making through co-production and collaboration;
3. That in the delivery of the Public Sector Equality Duty the Council includes care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a Protected Characteristic in services and employment;
4. That the Council will treat care experience as if it were a Protected Characteristic so that future services and policies are assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a Protected Characteristic;
5. This Council will provide support to Corporate Parents to act as mentors;
6. The Council will champion this with our partners and work with other bodies to treat care experience as a Protected Characteristic until such time as it may be introduced by legislation;
7. To call upon other public bodies to adopt corporate parenting for children in care and care leavers until such time as it may be introduced by legislation;
8. For the Council to proactively seek out and listen to the voices of care experienced people when developing new policies based on their views.”

(Note: During the debate on the Motion, the time being 9:03 p.m., the Mayor indicated that speeches on this matter would now be limited to a maximum of two minutes per speaker. With Members still waiting to be heard, the time for speeches was reduced at 9.08 p.m. to one minute per speaker.)

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

RESOLVED: That the Independent Review of Children’s Social Care headed by Josh McCallister recommended that “Government should make care experience a protected characteristic” and that “New legislation should be passed which broadens corporate parenting responsibilities across a wider set of public bodies and organisations”. The report published in May 2022 stated that “Many care experienced people face discrimination, stigma and prejudice in their day to day lives. Public perceptions of care experience centre on the idea that children are irredeemably damaged and that can lead to discrimination and assumptions being made”.

**Meeting of the Council
15 March 2023**

One young person told the review that a teacher had told them “You’re smart - for a kid in care” another young person said “I don’t want people to point out that I am in care if I don’t want that mentioned. It makes me so cross – that shouldn’t happen.”

This stigma and discrimination can be explicit and often comes with assumptions about the likely characteristics of children and adults that have care experience. They can also be implicit and are evidenced in the way care experience is discussed in schools, workplaces and the media.

At its worst this can lead to care experienced people being refused employment, being disadvantaged in education or facing unfair judgements about their ability to parent when they have children and families of their own.

Hearing testimony from care experienced people sharing the discrimination they have experienced, even from a very young age, it is clear that such discrimination can be similar in nature to other groups that have a legally protected characteristic under the Equality Act (2010).

So, while there may be ways that society can help reduce stigma and discrimination, including creating greater public consciousness on these issues, just as with other areas of equality, there is a case to go further. Therefore, the government should make care experience a protected characteristic.

Following the publication of the review, Trafford Council engaged with representatives from Trafford’s After Care Council to understand what considering Care Experienced as a Protected Characteristic would mean to them.

This Council believes that Care Experienced people face significant barriers that impact them throughout their lives and recognises that;

- Despite the resilience of many care experienced people, society too often does not take their needs into account.
- Care experienced people often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system.
- Care experienced people often face a postcode lottery of support
- As corporate parents, councillors have a collective responsibility for providing the best possible care and safeguarding for the children who are looked after by us as an authority.
- Councillors should be champions of our looked after children and challenge the negative attitudes and prejudice that exists in all aspects of society.
- The Public Sector Equality Duty requires public bodies, such as councils, to eliminate unlawful discrimination, harassment and victimisation of people with protected characteristics.

**Meeting of the Council
15 March 2023**

- Council acknowledges that children don't choose to enter the care system, that they don't choose to be split up from their siblings, and don't choose to be placed outside their local area, where this happens.
- Council respects a young person's right not to disclose their care experienced status, unless they wish to.

Council therefore resolves:

1. When making any decisions in relation to its policies or formulating Corporate Plans it recognises that Care Experienced people are a vulnerable group who face discrimination;
2. That it recognises that Councils have a duty to put the needs of vulnerable people at the heart of decision-making through co-production and collaboration;
3. That in the delivery of the Public Sector Equality Duty the Council includes care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a Protected Characteristic in services and employment;
4. That the Council will treat care experience as if it were a Protected Characteristic so that future services and policies are assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a Protected Characteristic;
5. This Council will provide support to Corporate Parents to act as mentors;
6. The Council will champion this with our partners and work with other bodies to treat care experience as a Protected Characteristic until such time as it may be introduced by legislation;
7. To call upon other public bodies to adopt corporate parenting for children in care and care leavers until such time as it may be introduced by legislation;
8. For the Council to proactively seek out and listen to the voices of care experienced people when developing new policies based on their views.

75. MOTION SUBMITTED BY THE LABOUR GROUP - TRAFFORD POVERTY TRUTH COMMISSION

It was moved and seconded that:

“On Friday 8 October 2021 Trafford's first Poverty Truth Commission was launched at Stretford Public Hall.

The Commission was launched as a collaboration between Trafford Council, Trafford Housing Trust and Stretford Public Hall and was formed of Commissioners who are residents of Trafford and have lived experience of poverty, and of leaders from the public, private and voluntary sectors in the borough.

**Meeting of the Council
15 March 2023**

It was a real and genuine opportunity for people to share their “lived experience of living in poverty.

On Wednesday 8 March 2023 the findings of the Trafford Poverty Truth commission were shared at an event at Stretford Public Hall with some clear recommendations.

This Council would like to recognise and pay tribute and thanks to all the Commissioners who were involved in the Trafford Poverty Truth Commission.

This Council resolves to continue to collaborate and work with all partners across Trafford to support delivery of the 4 recommendations of the final report.

- Improve how Trafford residents access services.
- Continue to use the voice of people with lived experience in the development of policy and services in Trafford.
- Make public transport truly accessible for everyone.
- Tackle mental health and isolation.

This Council is also committed to the ethos of “Nothing about us without us”, the current cost of living crisis is making life a misery for many Trafford residents. Trafford Council will continue to work with residents to coproduce support for our communities.”

(Note: Before the debate on the Motion, the time being 9:20 p.m., the Mayor indicated that speeches on this matter would 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 carried unanimously.

RESOLVED: That on Friday 8 October 2021 Trafford’s first Poverty Truth Commission was launched at Stretford Public Hall.

The Commission was launched as a collaboration between Trafford Council, Trafford Housing Trust and Stretford Public Hall and was formed of Commissioners who are residents of Trafford and have lived experience of poverty, and of leaders from the public, private and voluntary sectors in the borough.

It was a real and genuine opportunity for people to share their “lived experience of living in poverty.

On Wednesday 8 March 2023 the findings of the Trafford Poverty Truth commission were shared at an event at Stretford Public Hall with some clear recommendations.

**Meeting of the Council
15 March 2023**

This Council would like to recognise and pay tribute and thanks to all the Commissioners who were involved in the Trafford Poverty Truth Commission.

This Council resolves to continue to collaborate and work with all partners across Trafford to support delivery of the 4 recommendations of the final report.

- Improve how Trafford residents access services.
- Continue to use the voice of people with lived experience in the development of policy and services in Trafford.
- Make public transport truly accessible for everyone.
- Tackle mental health and isolation.

This Council is also committed to the ethos of “Nothing about us without us”, the current cost of living crisis is making life a misery for many Trafford residents. Trafford Council will continue to work with residents to coproduce support for our communities.

The meeting commenced at 7.02 p.m. and finished at 9.25 p.m.

(Note: At the conclusion of the formal meeting of the Council, an informal meeting was held to extend an invitation to:

Councillor Dolores O’Sullivan to be the Mayor of the Borough of Trafford for 2023/24;

and

Councillor Amy Whyte to be the Deputy Mayor of the Borough of Trafford for 2023/24.

The informal meeting concluded at 9.29 p.m.)

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 24 May 2023
Report for: Information
Report of: Chief Executive

Report Title

RESULTS OF ELECTIONS OF COUNCILLORS

Summary

To receive the report of the Returning Officer on the results of the Poll held on 4 May 2023 for the respective wards of the Borough.

Recommendation(s)

That the list of newly elected Members be noted.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers: None.

<u>Ward</u>	<u>Candidate Elected</u>	<u>Holds Office Until</u>
Altrincham	Michael WELTON	2024
	Dan JERROME	2026
	Geraldine COGGINS	2027
Ashton upon Mersey	Tony O'BRIEN	2024
	Ben HARTLEY	2026
	Shona GILBERT	2027
Bowdon	Michael WHETTON	2024
	Shengke ZHI	2026
	Phil ECKERSLEY	2027
Broadheath	Kaushik CHAKRABORTY	2024
	Amy WHYTE	2026
	Denise WESTERN	2027
Brooklands	Bilal BABAR	2024
	Rose THOMPSON	2026
	Will JONES	2027
Bucklow St. Martins	James WRIGHT	2024
	Aidan WILLIAMS	2026
	Adele NEW	2027
Davyhulme	Barry WINSTANLEY	2024
	Karina CARTER	2026
	Sue MATLAND	2027
Flixton	Simon THOMAS	2024
	Dolores O'SULLIVAN	2026
	Ged CARTER	2027
Gorse Hill & Cornbrook	Laurence WALSH	2024
	Fianna HORNBY	2026
	David ACTON	2027
Hale	Owain SUTTON	2024
	Hannah SPENCER	2026
	Jane LEICESTER	2027
Hale Barns & Timperley South	Michael TAYLOR	2024
	Nathan EVANS	2026
	Dylan BUTT	2027
Longford	David JARMAN	2024
	Judith LLOYD	2026
	Sarah HAUGHEY	2027
Lostock & Barton	Shirley PROCTER	2024
	Mike CORDINGLEY	2026
	Jill AXFORD	2027
Manor	Rupali PAUL	2024
	John HOLDEN	2026
	Rob DUNCAN	2027

Old Trafford	Sophie TAYLOR	2024
	Emma HIRST	2026
	Waseem HASSAN	2027
Sale Central	Zak DEAKIN	2024
	Eve PARKER	2026
	Barry BROTHERTON	2027
Sale Moor	Olly BASKERVILLE	2024
	Liz PATEL	2026
	Joanne BENNETT	2027
Stretford & Humphrey Park	Tom ROSS	2024
	Jane SLATER	2026
	Stephen ADSHEAD	2027
Timperley Central	Simon LEPORI	2024
	Julian NEWGROSH	2026
	Shaun ENNIS	2027
Timperley North	Meena MINNIS	2024
	Will FRASS	2026
	Jane BROPHY	2027
Urmston	Kevin PROCTER	2024
	Catherine HYNES	2026
	Joanne HARDING	2027

SARA TODD

Chief Executive and Returning Officer

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TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 24 May 2023
Report for: Decision
Report of: Monitoring Officer / Director of Legal and Governance

Report Title

LEADER OF THE COUNCIL AND EXECUTIVE ARRANGEMENTS

Summary

To elect the Leader of the Council and note that the Leader will appoint the Deputy Leader, decide the composition of the Executive Cabinet and appoint the Membership of the Executive Cabinet.

The main opposition group are entitled to form a Shadow Cabinet and elect Members with shadow responsibility for the Executive portfolio areas.

Recommendation(s)

The Council is requested to:

1. Elect a Leader of the Council and note the term of office and
 - note that the Leader proposes that the Executive shall comprise the Leader of the Council plus 9 councillors
 - note that the Leader proposes to appoint the membership of the Executive, including the appointment of a Deputy Leader as set out in the Appendix 1 to the report.
2. Note the role of the Lead Member for Education, as detailed in the report and the appointment made by the Leader of the Council, as set out in appendix 1 to the report.
3. To note the members of the Opposition Shadow Executive, as set out in Appendix 2 to the report (confirmation of these appointments will follow separately).
4. Authorise the Director of Legal and Governance to make any amendments necessary to the Constitution as a result of these arrangements.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers: None

1.0 Background

1.1 At its meeting on 2 December 2009, the Council approved a new style 'strong' Leader and Cabinet model of executive leadership, in accordance with the Local Government and Health Act 2007. The Act required changes to the leadership of Councils giving only two options, both of which place all executive powers in the hands of one individual, who, in the normal course of events, will serve an uninterrupted 4-year term. The Council's Executive Arrangements came into operation on 6 May 2010.

2.0 New Style Leader and Cabinet

2.1 Under this model the Council appoints the Leader for a fixed term of office of 4 years. The Leader then appoints a Cabinet but also determines the size of the Cabinet (within the statutory minimum and maximum of 3 and 10). Under these executive arrangements provision must be made for the appointment of a Deputy Leader with power to act in the Leader's absence. Again, the Deputy Leader is appointed (and may also be removed) by the Leader.

2.2 The term of office of the Leader is from the date of election as Leader to the first annual meeting after their normal day of retirement as a councillor i.e. up to 4 years. Thus, a Leader needing to seek re-election as a councillor before the end of the maximum 4-year term will be elected for a shorter term.

2.3 The Council includes provisions in its Constitution whereby the Council may remove the Leader from office at any time (if the Council did not include such provision for the mid term removal of the Leader, the Leader would remain in office for their full term). The Council's Constitution states that the Leader shall hold office until:

(a) (s)he resigns from the office; or

(b) (s)he is disqualified from being a councillor; or

(c) (s)he is no longer a councillor; or

(d) the first Annual Meeting after their normal day of retirement as a councillor save that the Council may by resolution remove the Leader from office at an earlier date.

2.4 The Leader will be vested with all the authority's executive functions, initially holding all the Council's executive functions under their personal control. It is then for him/her to choose whether to exercise some or all these functions personally or to decide for their discharge by the executive, a committee of

the executive, by an individual member of the executive, or by officers and these will be notified at the Annual Meeting of the Council.

- 2.5 The current Leader of the Council, Councillor Tom Ross' term of office ended in May this year due to the all-out "election" and he was re-elected as a Member of Council. Council is therefore required to formally elect him as Leader of the Council for a new term of office until the Annual Meeting in 2024, the year in which he would need to seek re-election as a Councillor.
- 2.6 Subject to his reappointment as Leader, Councillor Tom Ross proposes to appoint an Executive Member as Deputy Leader with power to act in the Leader's absence. Details of the proposed deputy are as set out in the Appendix
- 2.7 He is also proposing to appoint 9 Executive Members and these are set out in the Appendix. Executive Members appointed by the Leader of the Council (including the Executive Member appointed as Deputy Leader) shall hold office until:
 - (a) they resign from office; or
 - (b) (s)he is disqualified from being a councillor; or
 - (c) they are no longer councillors; or
 - (d) the Annual General Meeting following the meeting at which they are appointed to the Executive save that the Leader of the Council may remove them from office either individually or collectively at an earlier date.

3.0 Shadow Cabinet

- 3.1 The main opposition group are entitled to form a Shadow Cabinet and elect Members with shadow responsibility for the Executive portfolio areas.
- 3.2 Shadow Executive arrangements should reflect the composition of the Council's Executive, thus:
 - (a) the Shadow Executive must be composed of identical portfolio areas; and
 - (b) the number of Members appointed to the Shadow Executive (including the Members appointed as Leader and Deputy Leader) must be equal to or less than the number of Members appointed to the Executive.

**EXECUTIVE
PORTFOLIOS 2023/24**

<u>Councillor</u>	<u>PORTFOLIO</u>
Tom Ross	Leader of the Council
Catherine Hynes (Deputy Leader)	Leisure, Arts, Culture and Heritage
Karina Carter	Children and Young People
Aidan Williams	Climate Change
Rose Thompson	Communities and Safety
Liz Patel	Economy and Regeneration
Joanne Harding	Finance, Change and Governance
Jane Slater	Health and Care
Stephen Adshead	Highways, Environmental and Traded Services
James Wright	Housing and Advice

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 24 May 2023
Report for: Decision
Report of: Monitoring Officer / Director of Legal and Governance

Report Title

COUNCIL COMMITTEES

Summary

To agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2023/24 municipal year.

Recommendation(s)

- 1) That the Standing Committees and their composition, 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 the membership of Committees for the 2023/24 municipal year, as set out in Appendix 3 to the report (and which is to be circulated separately), be approved.
- 4) That the appointment of Committee Chairs and Vice-Chairs, as set out in Appendix 3 (circulated separately), be approved and the nomination of Opposition Spokespersons (where appropriate), be noted.
- 5) That the Council approves the appointment and memberships of the three Sub-Committees of Licensing Committee, as set out in Appendix 4 (which is to be circulated separately).
- 6) That the Appointments and Appeals Panel be formally appointed, the membership for which will be drawn from all members of the Council.

[When sitting, the Panel shall comprise a smaller number of members selected for specific purposes and shall include representation from all parties and appointed on the basis of 2:1:1:1. When acting as an Appeals Panel, the membership shall be restricted to a pool of Members who have undertaken the necessary Members Appeals Training. Please refer to the Terms of Reference (Appendix 2) for details on the role of this Panel.]

- 7) That the Council appoints to the Health and Wellbeing Board, as set out in Appendix 5 (which is to be circulated separately), and the Board be recommended to endorse the Council's membership.
- 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.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers: None.

1. COMPOSITION OF COUNCIL COMMITTEES

1.1 The Local Government and Housing Act 1989 requires the composition of committees to be in accordance with the political balance of the 63 members of the Council and this shall be reviewed as a result of any changes to that balance. Currently the political make-up of the Council is as follows:

- Labour Group - 41 members
- Conservative Group - 10 members
- Liberal Democrats Group - 6 members
- Green Party Group - 6 members

1.2 The regulations require that the composition of committees is in accordance with the political balance of the 63 members of the Council and that this is reviewed as a result of any changes to that balance.

1.3 Subject to the need to allocate each political group a total allocation of seats in proportion to its strength on the Council and with no requirement to offer any seats to an Independent since an individual does not constitute a group, the Membership of each Ordinary Committee should be made up of the following proportions: -

- Labour (41/63) - 65.1%
- Conservative (10/63) - 15.9%
- Liberal Democrats (6/63) - 9.5%
- Green Party (6/63) - 9.5%

1.4 The proposed Committee structure is set out in Appendix 1.

Item 7: APPENDIX 1

PROPOSED COMMITTEE ENTITLEMENTS FOR THE MUNICIPAL YEAR 2023/24

Committee	No. of Members	Ex-officio Members	Co-opted Members	Proposed Places			
				LAB	CON	L/D	GP
<u>Ordinary Committees</u>							
Accounts and Audit	9	-	1	6	1	1	1
Employment	9	-	-	6	1	1	1
Planning and Development Management	13	-	-	9	2	1	1
Licensing *	15	-	-	9	2	2	2
Standards	11	-	5^^	7	2	1	1
Scrutiny	11	2#	-	7	2	1	1
Health Scrutiny	11	2#	-	7	2	1	1
Children and Young Peoples Scrutiny	11	2#	5^	7	2	1	1
POLITICALLY BALANCED PLACINGS (excluding other Committees)	90	6	11	58	14	9	9

<u>Other Committee(s)</u>							
Health and Wellbeing Board**	5	-	16^^	3	1	1	0
OVERALL PLACINGS	95	6	27	61	15	10	9

* Committees for which political balance rules may be disaplied

** Committee for which political balance rules do not apply

The Chairmen of the three Scrutiny Committees shall be appointed as ex-officio non-voting members on each of the other Committees. (Temporarily suspended)

^ 2 Church and 3 Parent-Governor representatives

^^ 2 Parish representatives and 3 Independent members

^^ Corporate Director of Children, Families and Wellbeing, Corporate Director of Adult Services, Director of Public Health plus 13 External Partners

ACCOUNTS AND AUDIT COMMITTEE

Statement of Purpose

The purpose of the committee is to provide independent assurance **on the adequacy of governance arrangements, risk management** and the associated control environment; independent scrutiny of the Authority's financial and non financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

Composition

Membership of the Audit and Accounts Committee shall comprise 9 Members, be politically balanced and shall not include any Members of the Executive. A non voting member, with appropriate skills and experience, may be co-opted on to the Committee with the approval of the Council.

Terms of Reference

Internal and External Audit

- a) Review and approve (but not direct) the Internal Audit Charter and Strategy, including internal audit resourcing.
- b) Review and approve (but not direct) the annual Internal Audit work programme. Consider the proposed and actual Internal Audit coverage and whether this provides adequate assurance on organisations main business risks.
- c) **Review the performance of Internal Audit, including conformance with the Public Sector Internal Audit Standards.**
- d) Receive summary internal audit reports and seek assurance on the adequacy of management response to internal audit advice, recommendations and action plans.
- e) Review arrangements made for cooperation between Internal Audit, External Audit and other review bodies and ensure that there are effective relationships which actively promote the value of the audit process.
- f) Receive the Annual Internal Audit report and opinion.
- g) Review and consider proposed and actual External Audit coverage and its adequacy and consider the reports of external audit and inspection agencies.
- h) Receive updates from External Audit on External Audit findings and opinions (including the audit of the annual financial statements and the value for money conclusion) and seek assurance on the adequacy of management response to External Audit advice, recommendations and action plans.

Risk Management

- a) Review the adequacy of arrangements for identifying and managing the organisation's business risks, including partnerships with other organisations. This includes review of the Council's risk management policy and strategy and their implementation.
- b) Review the robustness of the strategic risk register and the adequacy of associated risk management arrangements.
- c) Receive and consider regular reports on the risk environment and associated management action.

Internal Control Arrangements, Corporate Governance and the Annual Governance Statement

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

Anti - Fraud and Corruption Arrangements

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

Financial Management and Reporting

- a) Approve the annual Statement of Accounts, including subsequent amendments.
- b) Consider the External Auditor's report on the audit of the annual financial statements.
- c) Be responsible for any matters arising from the audit of the Council's accounts, including the auditor's opinion on the accounts, identification of any misstatements, comments on the accounting and internal control systems and qualitative aspects of accounting practices and financial reporting.
- d) **Review reports on the financial management of the Council and compliance with the CIPFA Financial Management Code.**

Access and Reporting

- a) To have the right of access to senior officers and all committees of the Council.
- b) To report directly to the Executive or Council, as appropriate, on matters within these terms of reference.

Delegation

In exercising the power and duties assigned to the Committee in its terms of reference, the Audit and Accounts Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

EMPLOYMENT COMMITTEE

The Employment Committee shall consist of at least 9 members and be established in accordance with the political balance of the Council and shall have a quorum of 3 members.

The Employment Committee shall meet at least quarterly and also when convened by the Monitoring Officer.

Terms of Reference

1. To determine and keep under review collective and corporate terms and conditions of employment.
2. To approve the Council's draft Pay Policy Statement prior to recommendation to full Council for approval and adoption.
3. To keep under review the consistent and lawful application of the Councils Pay Policy and publication requirements in respect of transparency of pay, termination payments and audit responsibilities.
4. Except in exceptional circumstances, to approve the job description, salary and benefits for Chief Officers prior to appointment.

(exceptional circumstances to be determined by the Proper Officer in consultation with the Chair of the Employment Committee.)

5. To approve any decisions for the re engagement or reemployment of former Chief Officers.
6. To consider and determine decisions about the recovery of exit payments or overpayment of pension for Chief Officers.
7. To consider any matter referred to the Committee by the Head of Paid Service or Corporate Director of People.
8. To consider, approve and adopt any new or significant revision to existing corporate human resources strategies and policies in so far as they relate to the appointment, terms and conditions of employment and dismissal of staff.
9. To determine any other matters relating to the appointment, terms and conditions of employment, severance and dismissal of staff which are neither covered by policies of the Council, required to be decisions of full Council nor delegated to Officers under the Scheme of Delegation.
10. To review proposals for severance payments in excess of £100,000 prior to consideration of the proposals by full Council.

Delegation

The Executive Member with responsibility for Strategic HR and the Corporate Director of People will notify/keep the Employment Committee informed of all other relevant HR related issues, as required.

In exercising the above powers and responsibilities, the Employment Committee shall have delegated power (subject to Council Procedure Rule 9 - Call-in of Decisions taken under Delegated Powers) to make decisions on behalf of the Council, except for any matter where:

- the Head of the Paid Service determines the matter should be considered by full Council, or
- the Council has resolved to determine the matter

[Note: The Committee may itself determine not to exercise its delegated powers and instead make recommendations to Council.]

LICENSING COMMITTEE

Terms of Reference

1. To exercise the Council's licensing functions under the Licensing Act 2003 with the exception of any function conferred on the Council under Section 5 of the Act (statement of licensing policy).
2. In respect of each 5 year period, in consultation with the Executive, to formulate or prepare for approval by the Council its policy with respect to the exercise of its licensing functions under the Licensing Act 2003.
3. To keep the policy with respect to the exercise of its licensing functions under the Licensing Act 2003 under review and recommend any revisions to the policy to the Council.
4. To exercise the Council's licensing functions under the Gambling Act 2005 with the exception of any function conferred on the Council under Section 349 of the Act (statement of licensing policy).
5. To exercise powers in relation to the following functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
 - (i) all licensing and registration functions except those relating to town and country planning and the regulation of the use of the highway;
 - (ii) functions under any 'relevant statutory provision' within the meaning of Part I of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as employer; and
 - (iii) associated functions under any local Act.
6. To establish one or more Sub-Committees under Section 10(1) of the Licensing Act 2003 and Section 154 of the Gambling Act 2005 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Licensing Act 2003 and the Gambling Act 2005. The functions to be exercised by the Sub-Committees include the functions set out at Appendix 1 and Appendix 2. Licensing Act and Gambling Act Sub-Committees shall be chaired in accordance with the protocol set out at Appendix 3.
7. To establish a Safety at Sports' Grounds Sub-Committee consisting of three Members of Council to oversee the exercise of the Council's functions in relation to safety at sports' grounds.
8. To establish a Public Protection Sub-Committee for the discharge of all other licensing, registration and regulatory functions within the terms of reference of the Licensing Committee not covered by the sub-committees in paragraphs 6 and 7 above. That in establishing a Public Protection Sub-Committee this is to be a Sub-Committee of 9 Members (6:2:1:0) with up to 5 substitute Members for the Sub-Committee Members being allowed (4:1:0:0). The substitute Members for the Sub-Committee can only be nominated from the membership of the Licensing Committee.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Licensing Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

Appendix 1 to the Licensing Committee's Terms of Reference

Delegated Functions

Licensing Act

TABLE OF DELEGATED FUNCTIONS

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection is made	If no objection is made
Application for personal licence with unspent convictions		All Cases	
Application for premises licence/club premises certificate		If a relevant representation is made	If no relevant representation is made
Application for provisional statement		If a relevant representation is made	If no relevant representation is made
Application to vary premises licence/club premises certificate		If a relevant representation is made	If no relevant representation is made
Application to vary designated premises supervisor		If a police objection is made	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection is made	All other cases
Application for interim authorities		If a police objection is made	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision to Serve Counter Notice to Temporary Event Notice		All cases	

Appendix 2 to the Licensing Committee's Terms of Reference

Delegated Functions

Gambling Act

TABLE OF DELEGATED FUNCTIONS

Matter to be dealt with	Full Council	Sub-Committee of Licensing Committee	Officers
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee setting (when appropriate)			X
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits		X	
Application for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

Appendix 3 to the Licensing Committee's Terms of Reference

List of proposed Chairs

Name	Order of Priority
Chair of Licensing Committee	1
Vice-Chair of Licensing Committee	2
Opposition Spokesperson for Licensing Committee	3
Member of Licensing Committee	4
Member of Licensing Committee	5

Note: the order of priority is applicable when more than one chair is a member of the same Sub-Committee.

PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Terms of Reference

1. To exercise powers in relation to planning and development management over development proposals in the Borough in the context of Government and Council policies and guidance in order to maintain and improve the quality of life and the natural and built environment of the Borough.
2. To exercise powers in relation to the following functions as specified in schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended:
 - (i) town and country planning;
 - (ii) the protection and registration of common land or town and village greens and to register the variation of rights of common; and
 - (iii) the exercise of powers relating to the regulation of the use of highways.
3. To exercise powers under Section 101 of the Local Government Act 1972 in respect of the discharge of functions under the Planning Acts to any other local authority.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Planning and Development Management Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

STANDARDS COMMITTEE

Terms of Reference

1. To promote and maintain high standards of conduct.
2. To make recommendations to Council on the council's code of conduct and its register of interests.
3. To determine by way of its Hearing Panel whether a breach of the code has occurred; if so, whether to take any action and, if so, what action to take.
4. To determine appeals from the Monitoring Officer's decision on dispensations.

Delegation

In exercising the power and duties assigned to the Committee in its terms of reference, the Standards Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

SCRUTINY COMMITTEE

Terms of Reference

1. To act as the Council's Overview and Scrutiny Committee and Crime and Disorder Committee for the purposes of all relevant legislation including, but not limited to, the Local Government Act 2000 (as amended), and Police and Justice Act 2006.

General Role

2. Subject to statutory provision, to review and scrutinise decisions made or actions taken in connection with the discharge by the Council of its functions and by relevant partner authorities.
3. In relation to the above functions:
 - a) to make reports and/or recommendations to the full Council, Executive of the Council, any joint committee or any relevant partner authority as appropriate
 - b) to consider any matter affecting the area or its inhabitants
4. In relation to any function within the remit of this Committee:-
 - a) as set out in (b) below to exercise the power to call in, for reconsideration, executive decisions made but not yet implemented set out in Section 21(3) of the Local Government Act 2000.
 - b) The call-in of an executive decision is to be exercised as follows:-
 - i) the decision must not have been designated as urgent by the decision taker
 - ii) the request to call in a decision must be made within 5 working days of the decision being published
 - iii) any 3 members of an overview and scrutiny committee or select committee can ask the Chair of this Committee or, in his/her absence, the Vice-Chair to call in an executive decision
 - iv) in deciding whether or not to approve the request to call in a decision, the Chair or Vice-Chair may consult the Vice-Chair and the chairs of the Select Committees as appropriate
 - v) if the Chair, or Vice-Chair as appropriate, approve the call in of a decision the request to call in the decision must be made to the Chief Executive within the timescale set out in (ii) above
 - vi) the Chair may decide, after consulting as appropriate, to call in a decision whether or not a request under (iii) has been received.
5. To put in place and maintain a system to ensure that referrals from overview and scrutiny to the Executive, either by way of report or for reconsideration, are managed efficiently and do not exceed the limits set out in the Constitution.

6. At the request of the Executive, to make decisions about the priority of referrals made in the event of reports to the Executive exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
7. To report annually to full Council on its workings, set out their plans for future work programmes and amended working methods if appropriate.

Specific functions

8. Maintain a strategic overview of progress towards the achievement of the ambitions and priorities within Trafford's Sustainable Community Strategy.
9. Identify the Committee's strategic priorities and determine the Overview and Scrutiny work programme to facilitate constructive evidence based critical-friend challenge to policy makers and service providers within the resources available.
10. Assist and advise the Council in the continued development of the Overview and Scrutiny function within Trafford.
11. Receive, consider and action as appropriate requests:
 - a) from the Executive in relation to particular issues; and
 - b) on any matters properly referred to the Committee
12. Identify areas requiring in-depth review and allocate these to an appropriate Topic Group. The Committee in consultation with the leader of the relevant Topic Group will set the terms of reference, scope and time frame for the review by the Topic Group.
13. In relation to the terms of reference of the Committee it may:
 - a) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
 - b) review and scrutinise the decisions made by and performance of the Executive and/or committees and Council officers both in relation to individual decisions and over time;
 - c) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - d) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance;
 - e) conduct research, community and other consultation as it deems appropriate in the analysis of policy issues and possible options;
 - f) question and gather evidence from any other person with their consent.
 - g) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

- h) question members of the Executive and/or committees, senior officers of the Council and representatives of relevant partner authorities on relevant issues and proposals affecting the area and about decisions and performance;
- i) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- j) undertake any other activity that assists the Committee in carrying out its functions.

Delegation

14. The Scrutiny Committee shall have all delegated power to exercise the power and duties assigned to them in their terms of reference.

HEALTH SCRUTINY COMMITTEE

Terms of Reference

1. To act as the Council's Overview and Scrutiny Committee for the purposes of all relevant legislation including, but not limited to the Health and Social Care Act 2001 and the National Health Service Act 2006.
2. All health scrutiny powers provided under the Health and Social Care Act 2001 are delegated to the Health Scrutiny Committee.
3. The Health Scrutiny Committee will have the power to refer a proposed substantial variation in service delivery to the Secretary of State. If the Committee wish to exercise this power, then this must also be agreed by the Chair of the Scrutiny Committee who will be an ex-officio member of the Health Committee and will hold the power of veto in respect of any proposed referral of a substantial variation to the Secretary of State.

General Role

4. Subject to statutory provision, to review and scrutinise decisions made or actions taken in connection with the discharge by the Council of its functions and by relevant partner authorities in relation to health and well-being issues.
5. In relation to the above functions:
 - a) to make reports and/or recommendations to the full Council, Executive of the Council, any joint committee or any relevant partner authority as appropriate
 - b) to consider any matter affecting the area or its inhabitants
6. To put in place and maintain a system to ensure that referrals from the Health Scrutiny Committee to the Executive, either by way of report or for reconsideration, are managed efficiently and do not exceed the limits set out in the Constitution.
7. At the request of the Executive, to make decisions about the priority of referrals made in the event of reports to the Executive exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
8. To report annually to full Council on its workings, set out their plans for future work programmes and amended working methods if appropriate.

Specific functions

9. Maintain a strategic overview of progress towards the achievement of the ambitions and priorities within Trafford's Sustainable Community Strategy in relation to health and well-being matters.
10. Identify the Committee's strategic priorities and determine the Overview and Scrutiny work programme to facilitate constructive evidence based critical-friend challenge to policy makers and service providers within the resources available.
11. Assist and advise the Council in the continued development of the Overview and Scrutiny function within Trafford.

12. Receive, consider and action as appropriate requests:
 - a) from the Executive in relation to particular issues; and
 - b) on any matters properly referred to the Committee
13. Identify areas requiring in-depth review and allocate these to an appropriate Topic Group. The Committee in consultation with the leader of the relevant Topic Group will set the terms of reference, scope and time frame for the review by the Topic Group.
14. In relation to the terms of reference of the Committee it may:
 - a) assist the Council, Executive and shadow Health and Well-being Board in the development of its budget and policy framework by in-depth analysis of policy issues;
 - b) review and scrutinise the decisions made by and performance of the Executive and/or committees and Council officers both in relation to individual decisions and over time;
 - c) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - d) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance;
 - e) conduct research, community and other consultation as it deems appropriate in the analysis of policy issues and possible options;
 - f) question and gather evidence from any other person with their consent.
 - g) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
 - h) question members of the Executive and/or committees, senior officers of the Council and representatives of relevant partner authorities on relevant issues and proposals affecting the area and about decisions and performance;
 - i) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
 - j) undertake any other activity that assists the Committee in carrying out its functions.

Delegation

15. The Health Scrutiny Committee shall have all delegated power to exercise the power and duties assigned to them in their terms of reference.

CHILDREN AND YOUNG PEOPLE'S SCRUTINY COMMITTEE

Terms of Reference

1. The Committee will be responsible for the review and scrutiny of decisions made or actions taken in connection with the provision, planning and management of education in the borough of Trafford and, in particular, all of the functions of the Council as an education authority under the Education Acts, School Standards and Framework Act 1998 and all other relevant legislation in force from time to time. Co-opted Members will be appointed to discuss education matters and will attend the Scrutiny Committee when they consider education matters.
2. To review and scrutinise decisions made or actions taken in connection with:
 - (a) the provision, planning and management of children's and young people's services and community lifelong learning in the borough of Trafford;
 - (b) all functions of the council insofar as they relate to the provision of opportunities for education, training and learning outside the school environment, including pre-school, adult and community learning.
3. The development of the council's LEA Strategic Plan (incorporating the Education Development Plan) and the Early Years Development Plan.

General Role

4. Subject to statutory provision, to review and scrutinise decisions made or actions taken in connection with the discharge by the Council of its functions and by relevant partner authorities.
5. In relation to the above functions:
 - (a) to make reports and/or recommendations to the full Council, Executive of the Council, any joint committee or any relevant partner authority as appropriate.
 - (b) to consider any matter affecting the area or its inhabitants.
6. To put in place and maintain a system to ensure that referrals from the Children and Young People's Scrutiny Committee to the Executive, either by way of report or for reconsideration, are managed efficiently and do not exceed the limits set out in the Constitution.
7. At the request of the Executive, to make decisions about the priority of referrals made in the event of reports to the Executive exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
8. To report annually to full Council on its workings, set out their plans for future work programmes and amended working methods if appropriate.

Specific functions

9. Identify the Committee's strategic priorities and determine the Overview and Scrutiny work programme to facilitate constructive evidence based critical-friend challenge to policy makers and service providers within the resources available.
10. Assist and advise the Council in the continued development of the Overview and Scrutiny function within Trafford.
11. Receive, consider and action as appropriate requests:
 - (a) from the Executive in relation to particular issues; and
 - (b) on any matters properly referred to the Committee.
12. Identify areas requiring in-depth review and allocate these to an appropriate Topic Group. The Committee in consultation with the leader of the relevant Topic Group will set the terms of reference, scope and time frame for the review by the Topic Group.
13. In relation to the terms of reference of the Committee it may:
 - (a) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
 - (b) review and scrutinise the decisions made by and performance of the Executive and/or committees and Council officers both in relation to individual decisions and over time;
 - (c) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - (d) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance;
 - (e) conduct research, community and other consultation as it deems appropriate in the analysis of policy issues and possible options;
 - (f) question and gather evidence from any other person with their consent.
 - (g) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
 - (h) question members of the Executive and/or committees, senior officers of the Council and representatives of relevant partner authorities on relevant issues and proposals affecting the area and about decisions and performance;
 - (i) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
 - (j) undertake any other activity that assists the Committee in carrying out its functions.

Delegation

The Children and Young People's Scrutiny Committee shall have all delegated power to exercise the power and duties assigned to them in their terms of reference.

APPOINTMENTS AND APPEALS PANEL (EMPLOYMENT MATTERS) (THE “PANEL”)

To act as the Council’s appeals body regarding appeals other than those for which specific arrangements have been established.

All elected members of the authority shall be eligible to be appointed as a Panel member. Smaller numbers of members will constitute individual panels.

The Appointment and Appeals Panel shall be constituted by the Monitoring Officer, unless a matter relates to the appointment, terms and conditions of employment, severance or dismissal of the Monitoring Officer in which case it shall be constituted by the Proper Officer, in accordance with relevant conditions of service and employment procedures, including Joint Negotiating Conditions (JNC) of Service in respect of Chief Officers.

Unless otherwise determined by the Monitoring Officer, all Panels constituted for the purposes of staff appointments and related matters shall be constituted in accordance with the political balance of the Council and will have a membership of at least 3, except when constituted for Investigating and Disciplinary functions when the minimum shall be 5.

The Panel shall:

- act as the Council’s appeals body regarding appeals other than those for which specific arrangements have been established;
- be (except in exceptional circumstances) responsible for staff appointments and related matters regarding short-listing and interview of external and internal applicants and appointments of Corporate Directors and Directors (Statutory and Non-Statutory Chief Officers and Deputy Chief Officers as defined in the Officer Employment Procedure Rules) in accordance with the Officer Employment Procedure Rules;
- short-listing applicants and appointments of Joint Council / Trafford Clinical Commissioning Group Director level posts. Appointment panels to consist of one member from each political party and 2 from the Governing Body;
- except in exceptional circumstances, approve the interim appointment of Chief Officers;
- act as an investigatory and disciplinary Panel in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, as amended in 2015 and JNC Conditions of Service and the Appendix to the Officer Employment Procedure Rules;
- be responsible for appeals in accordance with the disciplinary and grievance procedures;
- be responsible for appeals by employees against grading.

For meetings of Appointment and Appeal Committees the quorum shall be as follows:

- (i) for a committee comprising 3 members the quorum shall be 2;
- (ii) for a committee comprising 5 members the quorum shall be 3;
- (iii) in all other cases the quorum shall be 4.

HEALTH AND WELLBEING BOARD

Terms of Reference

1. To provide strong leadership and direction of the health and wellbeing agenda by agreeing priority outcomes for health and wellbeing.
2. To develop a shared understanding of the needs of the local population and lead the statutory Joint Strategic Needs Assessment (JSNA).
3. To seek to meet those needs by producing a Joint Health and Wellbeing Strategy for Trafford and ensure that it drives commissioning of relevant services.
4. To drive a genuine collaborative approach to commissioning of improved health and care services which improve the health and wellbeing of local people and reduces health inequalities.
5. To promote joined-up commissioning plans across the NHS, social care and public health.
6. To have oversight of local Clinical Commissioning Group (CCG) and local authority commissioning plans.
7. To operate as a thematic partnership within the context of the Sustainable Community Strategy Trafford 2021 and align its work to the Trafford Partnership in that capacity.
8. To improve local Democratic accountability and engage with the Health and Wellbeing Forum which includes Trafford residents, service providers and other key stakeholders to understand health and wellbeing needs in Trafford.
9. To monitor and review the delivery of health and wellbeing improvements and outcomes through robust performance monitoring.

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TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 24 May 2023
Report for: Decision
Report of: Monitoring Officer / Director of Legal and Governance

Report Title

Timetable of Council and Committee Meetings

Summary

To formally adopt a timetable of Council and Committee meetings for the 2023/24 municipal year.

Recommendation(s)

That the timetable of Council and Committee meetings for the 2023/24 municipal year be approved, as set out in Appendix 1 to this report.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers:

None

Implications

Relationship to Policy Framework/Corporate Priorities	Adoption of a timetable of meetings will enable key decisions to be programmed that will assist in the delivery of the Policy Framework and the Council's Corporate Priorities.
Financial	There are no significant financial implications arising from this report.
Legal Implications:	In accordance with the Local Government Act 1972 (as amended), the Council is required to give public notice of meetings of the Council and its committees.
Equality/Diversity Implications	None
Sustainability Implications	None
Carbon Reduction	None
Staffing/E-Government/Asset Management Implications	None
Risk Management Implications	None
Health and Safety Implications	None

1. Purpose of Report

- 1.1 To formally adopt a timetable of Council and Committee meetings for the 2023/24 municipal year. The timetable and frequency of meetings is set out at Appendix 1 to the report.
- 2.2 Each year at the Annual Meeting the Council constitutes its Committees and is presented with a timetable of meetings for the forthcoming year. A provisional meetings timetable was agreed at Council on 15 March 2023 to provide a framework from which Members and officers could plan accordingly and ensure that the Council's decision-making processes continued to operate on a planned basis.

2. Recommendation

- 2.1 The Council is requested to approve a programme of meetings for the 2023/2024 municipal year.

CALENDAR OF MEETINGS 2023/2024

	2023							2024					
	June	July	August	September	October	November	December	January	February	March	April	May	
Saturday		1											Saturday
Sunday		2			1								Sunday
Monday		3			2			1 New Year's Day			1 Bank Holiday		Monday
Tuesday		4	1		3			2			2		Tuesday
Wednesday		5	2		4	1		3			3	1	Wednesday
Thursday	1 Planning site visit to Carrington (6.00pm)	6 Planning Training Session 2 (6.30pm)	3		5	2		4	1		4	2 Elections	Thursday
Friday	2	7	4	1	6	3	1	5	2	1	5	3	Friday
Saturday	3	8	5	2	7	4	2	6	3	2	6	4	Saturday
Sunday	4	9	6	3	8	5	3	7	4	3	7	5	Sunday
Monday	5	10	7	4 JCP/Employ	9	6	4 JCP/Employ	8	5	4 JCP/Employ	8	6 Bank Holiday	Monday
Tuesday	6	11	8	5	10 JCB	7	5 JCB	9	6 JCB	5	9	7	Tuesday
Wednesday	7	12 Scrutiny	9	6	11	8 Scrutiny	6	10	7 A&A	6 Health	10	8	Wednesday
Thursday	8 Planning Training Session 1 (6.30pm)	13 Planning	10 Planning	7	12 Planning	9 Planning	7	11	8	7 Standards (IR)	11 Planning	9 Planning	Thursday
Friday	9	14	11	8	13	10	8	12	9	8	12	10	Friday
Saturday	10	15	12	9	14	11	9	13	10	9	13	11	Saturday
Sunday	11	16	13	10	15	12	10	14	11	10	14	12	Sunday
Monday	12	17	14	11	16	13	11 Executive	15	12	11	15	13	Monday
Tuesday	13	18	15	12	17	14	12	16	13	12 CYPS	16	14	Tuesday
Wednesday	14	19 Council	16	13 Health	18 Council	15 Health	13	17 Health	14	13 Scrutiny	17	15	Wednesday
Thursday	15 PP Sub Planning	20 PP Sub	17 PP Sub	14 Planning PP Sub	19 PP Sub	16 PP Sub	14 STAR (10am) (Rochdale) Planning Standards (IR)	18 Planning	15 Planning	14 Planning	18 PP Sub	16	Thursday
Friday	16	21 HWB	18	15 HWB	20	17 HWB	15	19 HWB	16	15 HWB	19	17 HWB	Friday
Saturday	17	22	19	16	21	18	16	20	17	16	20	18	Saturday
Sunday	18	23	20	17	22	19	17	21	18	17	21	19	Sunday
Monday	19 Executive	24 Executive	21	18 Executive	23 Executive (inc. Budget Proposals)	20 Executive	18	22	19	18 Executive	22	20	Monday
Tuesday	20	25 CYPS	22	19	24	21 CYPS	19	23 CYPS	20	19 A&A	23	21	Tuesday
Wednesday	21 A&A	26 Health	23	20 Scrutiny	25	22 Council	20	24 Scrutiny	21 Budget Exec / Council	20 Council	24	22 Annual Meeting (6 pm)	Wednesday
Thursday	22 STAR (10am) (Trafford) Standards (IR)	27	24	21 STAR (10am) (Stockport) Standards (IR)	26	23 A&A	21 PP Sub	25 PP Sub	22 PP Sub	21 STAR (10am) (Tameside) PP Sub	25	23	Thursday
Friday	23	28	25	22	27	24	22	26	23	22	26	24	Friday
Saturday	24	29	26	23	28	25	23	27	24	23	27	25	Saturday
Sunday	25	30	27	24	29	26	24	28	25	24	28	26	Sunday
Monday	26 JCP/Employ	31	28 Bank Holiday	25	30	27	25 Christmas Day	29 Executive	26 Executive	25 Annual Scrutiny Review (all Members)	29	27 Bank Holiday	Monday
Tuesday	27		29	26 CYPS	31	28 Budget Scrutiny (Session 1)	26 Boxing Day	30	27	26	30	28	Tuesday
Wednesday	28		30	27 A&A		29	27	31 Council	28	27		29	Wednesday
Thursday	29 PP Sub		31	28		30 Budget Scrutiny (Session 2)	28		29	28		30	Thursday
Friday	30			29			29			29 Bank Holiday		31	Friday
Saturday				30			30			30			Saturday
Sunday							31			31			Sunday

<u>Key:</u>	<u>Full Name & Additional Information</u>
A&A	= Accounts and Audit Committee (6.30 p.m.)
CYPS	= Children and Young Peoples Scrutiny Committee (6.30 p.m.)
Council	= Council (7.00 p.m.)
Executive	= Executive (6.30 p.m.)
Health	= Health Scrutiny Committee (6.30 p.m.)
HWB	= Health and Wellbeing Board (10.00 a.m.)
JCP/Employ	= Joint Consultative Panel / Employment Committee (following on from JCP at 4.30 p.m.)
Planning	= Planning & Development Management Committee (6.30 p.m.)
PP Sub	= Public Protection Sub-Committee (6.30 p.m.)
Scrutiny	= Scrutiny Committee (6.30 p.m.)
Standards	= Standards Committee (6.30 p.m.)
STAR	= STAR Joint Committee (10.00 a.m. - 11.30 a.m.)
(IR)	= If Required

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 24 May 2023
Report for: Decision
Report of: Director of Legal and Governance and Monitoring Officer

Report Title

DELEGATION OF FUNCTIONS

Summary

To confirm arrangements for the delegation of Council (non-Executive) and Executive functions and to obtain Council's agreement to amend the Constitution of the Council to incorporate these arrangements if necessary.

Recommendation(s)

- 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, set out at Appendix 1;
 - (b) all other functions are delegated to the Executive.
- 2) That the changes to the Scheme of Delegation to Officers, as set out in Appendix 2, be approved.
- 3) That the Director of Legal and Governance be authorised, if necessary, 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 changes may be required to the Officer Scheme of Delegation during the year and that the Director of Legal and Governance be authorised to amend the Constitution following consultation with the Leader and Chief Executive.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers:

Constitution of the Council

1. Background

- 1.1 It is the duty of the Council's Monitoring Officer to review the Constitution from time to time and to propose amendments to the Council. Generally amendments are proposed at the Council's Annual Meeting to reflect any changes which are proposed to the schemes of delegation for both Members and Officers, together with any further amendments which may be considered to be necessary for the efficient and effective management of the Council and Council services.

2. Executive Scheme of Delegation

- 2.1 The Leader of the Council determines how, and by whom, executive functions are carried out. The Leader has agreed a scheme of delegation of executive functions to the individual members of the Executive. The Executive Scheme of Delegation is set out in the Responsibility for Functions document at Appendix 1. This document forms Part 3 of the Council's Constitution and changes have been made to reflect the revised portfolios reported to Council under item 5 "Leader of the Council and Executive Arrangements".

3. Officer Scheme of Delegation

- 3.1 Changes to the Officer Scheme of Delegation may be recommended to ensure that the Constitution is in line with changed statutory regulations and current Council policy. The Officer Scheme of Delegation also forms Part 3 of the Council's Constitution. The Director of Legal and Governance has reviewed the scheme and changes are proposed to the Licensing; Strategic Housing and Housing Options; and Strategic Planning functions, as set out at Appendix 2.
- 3.2 There may need to be other changes throughout the year and it is recommended that these be dealt with by the Director of Legal and Governance following consultation with the Leader and Chief Executive.

EXECUTIVE TERMS OF OFFICE

Portfolio - Leader of the Council

GENERAL

To act as Leader of the Council and be the Executive Portfolio holder responsible for all matters relating to the Council's affairs in respect of the Leader's portfolio. As such, the Leader is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally;
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder;
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive as required.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections within the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility

To have overall responsibility for:

- Strategic overview of the Council
- Overall performance of the Council
- Overall performance of the Executive
- Overall governance of the Council
- Chief Executive's functions
- Co-ordination within the Executive
 - Developing and implementing the Council's Corporate Plan
- Determination of how and by whom Executive functions are exercised
- Appointments to outside bodies not within the remit of the Council
- All aspects of the Council's corporate communications including:
 - Publicity
 - Consultation and engagement
 - Resident engagement
- Digital and Website engagement
- All matters not within the remit of any other portfolio

Key Roles and Responsibilities within the Leader's Portfolio

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, the Leader is responsible for all matters within the Areas of Responsibility set out above to the extent that they comprise Executive functions, including in particular:-

1. To provide leadership in the development and maintenance of an active and participatory local democracy.
2. To chair meetings of the Executive and ensure that the Executive acts as a corporate team working together to achieve common aims.
3. In consultation with the Chief Executive, to draw up a 4 month programme of work by the Executive and to keep it under continuous review.
4. To ensure that the Council's decision-making process functions effectively and that decisions made by the Executive take into account all relevant factors and reflect the Council's commitment to open government and equality of opportunity.
5. To discharge or arrange the discharge of the Executive functions of the Council.
6. To ensure delivery of the Council's priorities in accordance with the Corporate Plan
7. Ensuring the delivery of performance improvements and efficiencies to support the delivery of the Council's priorities in accordance with the Council's Corporate Plan

8. To implement, working with the Chief Executive, strategy and policies approved by the Council and reflecting the views of the community based around the Corporate priorities set out in the Corporate Plan (delegating work to other Executive Members where necessary).
9. To review and monitor, with the Chief Executive, the management arrangements of the Council.
10. To exercise a monitoring role regarding performance and budgets, to ensure progress towards meeting the Council's key objectives.
11. To ensure that Executive Members and services work together effectively.
12. Representing the Council externally and furthering the Council's interests within Greater Manchester Combined Authority, AGMA, the North West region and nationally.
13. To ensure that the Council and its priorities are appropriately represented in the context of Greater Manchester Police and Crime Panel matters.
14. To be the principal political spokesperson for the Council at internal and external meetings and to be responsible for council communications
15. Ensuring the delivery of effective and efficient ICT services.
16. The development and implementation of the Council's Digital Strategy.
17. To ensure liaison with the Council's external auditors and inspectors.

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference.

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EXECUTIVE TERMS OF OFFICE

Deputy Leader of the Council

GENERAL

In the event that the Leader of the Council is unable to act, or the post of Leader is vacant, the Deputy Leader shall:

1. undertake all statutory functions of the Leader of the Council; and
2. undertake the portfolio responsibilities of the Leader's portfolio.

In the absence of the Leader of the Council, the Deputy Leader shall:

1. chair meetings of the Executive; and
2. ensure that the Executive acts as a corporate team working together to achieve common aims.

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EXECUTIVE TERMS OF OFFICE

Portfolio – Children and Young People

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Children and Young People portfolio, including acting as Lead Member for Children's Services in accordance with the Children Act 2004 and associated statutory guidance. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder;
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough.
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility:

- Statutory Lead Member for Children and Young People's Services in accordance with the Children Act 2004 and associated statutory guidance
- the functions of the Council with regard to its responsibilities for the safeguarding of children and young people
- The commissioning of public health services for children and young people as mandated in the Health & Care Act 2022, the Health and Social Care Act 2012 and any other relevant legislation.
- The functions, powers and duties of the Council as a local education authority

Key Roles and Responsibilities of the Children and Young People portfolio:

1. Political accountability for the effectiveness, availability and value for money of all children and young people's services;
2. Leadership to engage and encourage local communities in order to improve services and outcomes for children and young people both within the local authority and externally with partner organisations;
3. Safeguarding and promoting welfare of children and young people across all agencies;
4. The functions, powers and duties of the Council as a Children's Services Authority, including specific areas such as:
 - Child protection
 - Children and families – social care
 - Looked after children
 - Foster care and adoption services
 - Provision of preventative services such as outreach services, family support services
 - Supporting vulnerable and at-risk children and young people, their families, schools and partner agencies;
5. The functions, powers and duties of the Council's social care services for children and young people including:
 - Child protection
 - Provision of a social work service to children, young people, families and carers in the community
 - Provision of specialist fieldwork social services to children with disabilities, their families and carers, and arranging respite facilities;
 - Looked after children
 - Foster care and adoption services
 - Provision of a range of preventative services through family aides, family support workers, outreach services etc.
 - Provision of a field social work service to children looked after on a medium and long-term basis and placed for adoption;
 - a range of preventative services field social work service to children looked after on a medium and long-term basis and placed for adoption;
 - Supporting care leavers

- Supporting vulnerable and at-risk children and young people, their families, schools and partner agencies;
6. The provision and commissioning of interventions and services for young people aged 11-19/25 (25 for young people with additional needs) including ‘one-stopshops’; street-based work; school-based work and partnerships with the voluntary sector;
 7. The functions, powers and duties of the Council with regard to the Youth Offending Service including:
 - working with and reporting to the Crime and Disorder Reduction Partnership;
 - preventing children and young people being involved in offending or antisocial behaviour, and re-offending;
 - supporting those young people who have offended through assessment; court reports; and non-custodial sentences such as final warnings, restorative justice, involvement of victims and referral orders; and education; and
 - supporting young people serving custodial sentences and on release from custody;
 8. Oversight and monitoring of all statutory functions related to the delivery and commissioning of services for children and young people, including the continued joint working between children and adults social care and health services as embodied in the current section 75 agreement, as detailed in the Children Act 2004, the Health & Care Act 2022, Working Together to Safeguard Children 2013, The Children and Families Act 2014 and any other relevant and appropriate policy, guidance and legislation.
 9. The functions, powers and duties of the Council as a local education authority, including specific areas within the Councils core duties such as:
 - Special educational needs provision including children with disabilities
 - Support for Vulnerable Learners
 - Educational Psychology Service
 - Early years sufficiency
 - School admissions
 - School attendance and provision for pupils not in school
 - Asset management planning
 - Funding of schools
 - Sufficiency of school places
 - School Improvement
 - To receive schools OFSTED reports and subsequent Action Plans
 - To ensure an effective response to the OFSTED inspection of the LEA on SEND
 10. The functions, powers and duties of the Council with regard to the availability of advice and information for 13 to 19 year olds.
 11. Matters concerning Youth Services.

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

EXECUTIVE TERMS OF OFFICE

Portfolio – Climate Change

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of Climate Change.

As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder;
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Responsibilities:

To have overall responsibility for:

- Sustainability and Climate Change
- The Clean Air Plan
- To develop and implement Council's strategies and plans to become carbon neutral by 2038 including the Carbon Neutral Action Plan
- Pollution
- Passenger transport
- New bus routes and priorities
- Station improvements
- Active travel and the Walking, Wheeling and Cycling Strategy
- School Streets
- Environmental partnerships
- Protecting public health through strategic environmental measures to protect and promote the health of Trafford residents.
- Lead Local Flood Authority and Flood Risk Management

Key Roles and Responsibilities of the Climate Change

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Climate Change and Transport Strategy is responsible for all matters within their Areas of Responsibility as set out above, to the extent that they comprise Executive functions, including in particular:-

1. The functions, powers and duties of the Council as Highway Authority as they pertain to detailed active travel and public transportation schemes and proposals.
2. Development and implementation of the Transport Strategy.
3. Integration of public/private transport.
4. Transport for Greater Manchester matters.
5. Leadership of the Council's Climate Change agenda including response to the climate emergency and attendance at the Climate Change Commission
6. Ecological protection and environmental improvements.
7. Active travel schemes and walking and cycling initiatives across Trafford; engagement with the Mayor's Walking and Cycling Fund and other funding streams as available

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

EXECUTIVE TERMS OF OFFICE

Portfolio – Communities and Safety

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Communities and Safety portfolio. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough.
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections within the remit of the Portfolio holder.
12. Exercise a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility

- Community Strategy, Community Cohesion and the Local Strategic Partnership
- Partnership and neighbourhood working
- Locality Services
- Community Partnerships
- “Friends” Groups (parks)
- Allotments
- Voluntary Sector Grants
- Community Safety
- Domestic Violence and Abuse
- Greater Manchester Police and Crime Panel
- Environmental Health
- Trading standards
- Executive Licensing functions
- Safety at Sports Grounds

Key Roles and Responsibilities of the Communities and Safety portfolio

In accordance with section 15(4) of the Local Government Act 2000, but subject to legislation, the Scheme of Delegation to Officers and other provisions set out in Part 3 of the Council’s Constitution, the Executive Member for Housing and Neighbourhoods is responsible for all matters within their Areas of Responsibility set out above to the extent that they comprise Executive functions, including in particular:

1. Leading and overseeing the promotion of a neighbourhood and area focus across the Council and the Borough.
2. The promotion and development of a Trafford Partnership Strategy
3. Ensuring the delivery of the aims and objectives of the Local Strategic Partnership through the agreed delivery arrangements
4. Working with partners to support those impacted by domestic violence and abuse.
5. Supporting safer and stronger communities including:
 - (a) Development of policy guidelines for the management of Council policies regarding crime and community safety and monitoring the implementation of such guidelines.
 - (b) Links to Police Service, Probation Service etc. through membership of the Community Safety Partnership
 - (c) Crime reduction initiatives (both social and physical) across the Executive portfolios.

- (d) Prevention of offending and re-offending in partnership with key Criminal Justice services.
 - (e) Tackling Anti-social behaviour including appropriate consultations, interventions and enforcement.
 - (f) 24hour Control Room and CCTV network.
6. Environmental health, protection and standards including:
- a) food safety and control
 - b) control and monitoring of pollution and statutory nuisances
 - c) animal health and welfare
 - d) pest control
 - e) private sector housing standards (in liaison with the Housing and Regeneration portfolio holder)
7. Trading Standards including:
- a) consumer advice
 - b) weights and measures
 - c) fair trading
 - d) consumer credit and safety
 - e) consumer complaints
8. Any functions under any licensing legislation including safety at sports grounds which are Executive functions and which do not fall within the remit of any other Executive Member.

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

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EXECUTIVE TERMS OF OFFICE

Portfolio – Economy and Regeneration

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of Economy and Regeneration.

As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder;
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility relating to Economy and Regeneration

To have overall responsibility for:

- Property acquisition and development
- Resource procurement
- Strategic asset management
- Planning policy and strategic and / or sub-regional planning
- Land use and development in the Borough
- Sustainable Development
- Building Control
- Planning Enforcement
- Economic growth, development and regeneration
- Town centres
- Parking services
- Property disposal
- Community Buildings
- Architectural services
- Corporate Landlord
- The Investment Strategy
- Joint ventures that support regeneration and development
- Procurement (STAR)
- Social Value
- Strategic Housing
- Skills, Adult Education and Lifelong Learning

Key Roles and Responsibilities of the Economy and Regeneration Portfolio

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Economy and Regeneration is responsible for all matters within their Areas of Responsibility as set out above, to the extent that they comprise Executive functions, including in particular:-

1. The strategic management of the Council's property assets including:
 - The acquisition, management and development of land and property acquired for the general purposes of the Council until required for the specific functions of another service or until disposal of the land or property
 - The acquisition, management and development of land and property for the purposes of economic development, regeneration or in accordance with the Council's Investment Strategy

- The control and management or disposal of land and property surplus to service requirements by receiving (if necessary) a transfer or an appropriation of such land or property
 - The management and control of the municipal estates, the municipal buildings forming the Waterside Centre, Sale and buildings used as offices by the Council
2. The furtherance of trade, commerce and general industrial and physical development within the Borough, including assisting with the relocation and development of industry, commerce and business, the making of grants in respect of business security, environmental improvement, commercial improvement and related matters.
 3. To promote economic growth within the Borough through effective working with Greater Manchester Combined Authority, GMCA and other partners and agencies.
 4. Development of economic strategies and land use strategies and development plans.
 5. The initiation, development and monitoring of industrial and commercial development projects and the encouragement of development of land in furtherance of the Council's policies and objectives.
 6. Supporting and promoting economic strategies and initiatives to tackle worklessness and skills
 7. Identification of and support for employment initiatives
 8. Encouragement and support for Adult Education and Lifelong Learning provision across Trafford and of initiatives to support accessibility of and engagement in Adult Education and Lifelong Learning.
 9. Obtaining external funding through e.g. GMCA funding streams including regional, national, European and lottery funding.
 10. Monitoring regeneration programme performance.
 11. Liaison with the Chair of the Planning and Development Management Committee on the relationship between strategic planning issues and emerging policies and development management.
 12. The development and management of the town centres.
 13. Planning Enforcement.
 14. The encouragement and support of community economic development initiatives.
 15. The management of the Council's market functions.

16. The repair and maintenance of buildings in accordance with the Council's Corporate Landlord approach.
17. Oversight of the Council's procurement activity and management of the Council's shared procurement vehicle (STAR).

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

EXECUTIVE TERMS OF OFFICE

Portfolio – Finance, Change and Governance

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Finance, Change and Governance portfolio. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough.
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections within the remit of the Portfolio holder.
12. Exercise a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility

To have overall responsibility for:

- Corporate Financial Strategy and Planning
- Financial Management and Internal Audit
- Administration and collection of business rates, council tax and other debt
- Administration of Housing Benefits
- Delivery of value for money services
- Pension Fund
- Corporate Governance and Constitution
- Legal and Governance Services (excluding Registration Services) and liaison with the Coroner's Service
- Information Governance
- The Finance and Change Programme
- Civil Contingencies and Business Continuity
- Customer Services/Relations
- Policy and Performance Improvement

Key Roles and Responsibilities of the Finance, Change and Governance portfolio

In accordance with section 15(4) of the Local Government Act 2000, but subject to legislation, the Scheme of Delegation to Officers and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Finance, Change and Governance is responsible for all matters within their Areas of Responsibility set out above to the extent that they comprise Executive functions, including in particular:-

1. The Council's budget planning framework, including the medium term financial plan and strategy.
2. The effective and efficient use of the Council's financial resources.
3. Financial (including insurance) management.
4. Powers and duties of the Council in relation to national non domestic rates, local taxes and the administration of the benefits' schemes.
5. The functions of the Council as accountable body in respect of any schemes supported by EU and SRB funding.
6. Ensuring the delivery of effective and efficient corporate and support services including:
 - Legal Services
 - Governance Services
7. Ensuring that the Council has effective corporate governance, including:

- Internal audit assurance
 - Risk management
 - Information governance
8. The functions of the Council under the Civil Contingencies Act 2004 and responsibility for ensuring appropriate business continuity planning across the Council.
 9. Ensuring that the highest standards of customer care are delivered
 10. All aspects of the Council's customer relations including:
 - Performance and development of Access Trafford
 - Development and implementation of Customer Standards and the Customer Pledge
 - Corporate Compliments and Complaints
 11. Ensuring the delivery of effective and efficient Performance Services including the development and improvement of systems and processes for business planning and performance improvement.

To submit to the Executive:

1. Recommendations concerning the formulation of and performance against the Council's Budget Framework
2. Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

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EXECUTIVE TERMS OF OFFICE

Portfolio – Health and Care

GENERAL

The Executive Portfolio holder is responsible for all matters relating to Health and Care. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough.
8. Representing the Council's views on matters of corporate or strategic policy and on any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility

- Overall responsibility for adult social services including:
 - Joint Commissioning of Services
 - Services to Older People
 - Mental Health
 - Learning Disabilities
 - Health & Disability Services
 - Sensory Services
 - Other Adult services
 - Liaison with NHS service providers
 - Carers services
- Mental Health Services – to act as the Council’s champion for all matters relating to mental health.
- Community Health and Wellbeing Services including:
 - The Health and Wellbeing Board
 - Public health functions
 - Delivery of the Health and Wellbeing Strategy
 - Liaison with NHS commissioning bodies and NHS strategic partners
 - Represent Trafford locality at the NHS GM Integrated Care Partnership
 - Liaison with voluntary and community sector organisations in relation to health and wellbeing
 - Championing health and wellbeing issues on behalf of the Council and Trafford Partnership
- Covid19 Recovery Plan

Key Roles and Responsibilities of the Health and Care Portfolio:

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council’s Constitution, the Executive Member for Health and Care is responsible for all matters within their Areas of Responsibility as set out above, to the extent that they comprise Executive functions, including in particular:

1. The powers and duties of the Council with regard to public health functions.
2. The functions of the Council with regard to its responsibilities for the safeguarding of Adults
3. The commissioning of public health services for Adults as mandated in the Health & Care Act 2022, the Health and Social Care Act 2012 and any other relevant legislation.
4. Housing Related Support activities relating to adults with care/support needs.
5. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.

6. Meeting the Council's responsibilities in relation to prevention, health improvement and the reduction of health inequalities.
7. To ensure that they are provided with appropriate support to deliver public health objectives and priorities in Trafford.
8. To ensure that a Joint Strategic Needs Assessment is in place and that it informs commissioning strategies.
9. To act as the Council's Mental Health Champion.
10. Promotion of equality and diversity and ensuring compliance with the Council's equalities duties.

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

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EXECUTIVE TERMS OF OFFICE

Portfolio – Highways, Environmental and Traded Services

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of Highways, Environmental and Traded Services.

As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility

To have overall responsibility for:

- Engineering and construction services
- Highways and traffic management
- Moving Traffic Offences
- Road safety excluding active travel initiatives
- Bridges and structures
- Environmental services
- Environmental enforcement
- Waste Management
- Tactical and operational flood management
- Parks and Green Spaces
- Operational Services for Education
- Traded Services including - specifically School Crossing Patrols, Catering & Cleaning services and support services to schools.

Key Roles and Responsibilities of the Environmental Services Portfolio

In accordance with section 15(4) of the local Government Act 2000, but subject to legislation, the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Highways, Environmental and Traded Services is responsible for all matters within their Areas of Responsibility as set out above, to the extent that they comprise Executive functions, including in particular:-

1. The functions, powers and duties of the Council as Highway Authority including:
 - a) detailed highways and transportation schemes and proposals excluding active travel
 - b) traffic calming, street lighting, road safety, traffic regulation and network management
 - c) management of decriminalised parking enforcement and car parking facilities
2. Highways inspections and maintenance.
3. Highways and engineering planning and development.
4. Matters relating to the strategic management of parks and green spaces
5. Sewers and drainage including flood and water management
6. Waste collection, management, disposal and recycling.
7. Clean neighbourhoods including street cleansing and collection of litter.

8. Operational services for Education (TSE) including

- a) Support services
- b) School catering services
- c) Cleaning and caretaking Services
- d) School crossing patrols

9. Traded Services including outdoor media advertising

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

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EXECUTIVE TERMS OF OFFICE

Portfolio – Housing and Advice

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Housing and Advice portfolio. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder;.
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough.
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections within the remit of the Portfolio holder.
12. Exercise a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility

- Benefits Strategy, Advice and Information Services
- Homelessness and housing advice
- Housing Register
- Empty Properties
- Housing Standards and Houses in Multiple Occupation
- Asylum Seekers and Refugee Readiness
- Housing Related Support
- Major and minor adaptations services and the Disabled Facilities Grant
- Poverty Strategy

Key Roles and Responsibilities of the Housing and Advice portfolio

In accordance with section 15(4) of the Local Government Act 2000, but subject to legislation, the Scheme of Delegation to Officers and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Housing and Advice is responsible for all matters within their Areas of Responsibility set out above to the extent that they comprise Executive functions, including in particular:

1. The development and implementation of a Poverty Strategy for Trafford;
2. Development of Housing and homelessness policy;
3. Housing allocations through the choice based lettings system and nominations agreements with Registered Providers;
4. In accordance with the Housing Act 2004 and any other relevant legislation, keeping housing conditions in the Borough under review and identifying any action that may need to be taken.

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

EXECUTIVE TERMS OF OFFICE

Leisure, Arts, Culture and Heritage

GENERAL

The Executive Portfolio holder is responsible for all matters relating to the Council's affairs in respect of the Leisure, Arts, Culture and Heritage portfolio. As such, the Executive Portfolio holder is responsible for:

1. Liaising with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or the Borough generally.
2. Providing the Executive's lead in the development and implementation of key policy within the remit of the portfolio.
3. Agreeing, in conjunction with the relevant Corporate Director or Director, Directorate Plans for the services within the remit of the Portfolio holder;
4. Participating as necessary in the work of the Overview and Scrutiny Committees and promoting the value of Scrutiny within their service area.
5. Ensuring that spending is in line with the approved budget for the Services within the portfolio.
6. Representing and acting as an ambassador for the Council.
7. Promoting a neighbourhood and area focus across the Council and the Borough
8. Representing the Council's views on matters of corporate or strategic policy and any other matters which are within the Portfolio holder's terms of office.
9. Working with other Members of the Executive on matters, as directed by the Leader.
10. Ensuring effective partnership working in respect of matters within these terms of office.
11. Overseeing the timely progress of reviews or inspections with the remit of the Portfolio holder.
12. Exercising a monitoring role regarding performance and budgets and ensuring progress toward meeting the Executive's key objectives in these areas.
13. Ensuring appropriate consultation with partners and the community on matters within the portfolio.

Areas of Responsibility

- Culture and tourism and events
- Arts – Theatres – Waterside Arts Centre
- Festivals
- Trafford Arts Association
- The Music Service
- Libraries
- Local Studies, local history and heritage
- Leisure Centres
- Relations with Trafford Leisure
- Sports Development
- Trafford Moving and the physical activity strategy
- Conservation and building preservation
- Heritage assets
- Registration Services
- Bereavement services
- The Mayoralty
- Strategic HR Services
- Occupational Health and Safety
- Equality and Diversity – to act as the Council's champion for all matters relating to Equality and Diversity

Key Roles and Responsibilities of the Leisure, Arts, Culture and Heritage portfolio:

In accordance with section 15(4) of the Local Government Act 2000, but subject to legislation, the Scheme of Delegation to Officers and other provisions set out in Part 3 of the Council's Constitution, the Executive Member for Leisure, Arts, Culture and Heritage is responsible for all matters within their Areas of Responsibility set out above to the extent that they comprise Executive functions, including in particular:

1. Leading and overseeing the promotion of a neighbourhood and area focus across the Council and the Borough.
2. Matters concerning the provision, development, monitoring and promotion of leisure, recreation, tourism, events, arts and culture and entertainment in the Borough.
3. The strategic management and development of sports and leisure facilities and sports development.

4. Liaison with Trafford Leisure CIC and other sporting and leisure organisations.
5. All matters concerning the provision and management of public libraries.
6. The promotion of the Borough's heritage and history through support for social and local studies and its heritage assets.
7. Ensuring the delivery of the aims and objectives of the Local Strategic Partnership through the agreed delivery arrangements.

To submit to the Executive:

Recommendations in respect of key decisions concerning matters covered by these terms of reference unless otherwise authorised by the Leader of the Council.

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Item 11: APPENDIX 2

<p>CORPORATE DIRECTOR OF PLACE; OR DIRECTOR OF GROWTH AND REGULATORY SERVICES; OR HEAD OF GROWTH, COMMUNITIES AND HOUSING</p>	<p>B <u>Strategic Housing and Housing Options</u></p> <p>In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:</p> <ol style="list-style-type: none"> 1. To develop close working relationships between the Council and Registered Providers and housing developers operating in the borough. 2. To discharge the Council's statutory functions under legislation relating to housing and homelessness. 3. To deal with special circumstances not adequately provided for within the Council's Allocations Policy. 4. To prepare and submit applications for funding to any providers of external funding to which the Council is eligible. 5. In consultation with the Executive Portfolio Holder to: <ol style="list-style-type: none"> i) add further Section 106 planning agreement commuted sums and CIL payments to the Capital Programme, i) approve Registered Providers schemes for grant funding. ii) approve grant or loan applications for the provision of social rented housing and other affordable housing provision which comply with the agreed criteria.
<p>CORPORATE DIRECTOR OF PLACE; OR DIRECTOR OF GROWTH AND REGULATORY SERVICES; OR HEAD OF GROWTH, COMMUNITIES AND HOUSING</p>	<p>C <u>Strategic Planning</u></p> <ol style="list-style-type: none"> 1. In consultation with the Executive Portfolio Holder to: <ol style="list-style-type: none"> i) develop, produce and monitor plans and policies and reports to meet the Council's statutory obligations under relevant legislation and government guidance including, but not restricted to, Levelling Up Act when enshrined in law, Planning and Compulsory Purchase Act 2004, Localism Act 2011, National Planning Policy Framework 2012, Environment Act 2021 (and any amends / revisions thereof). ii) meet Neighbourhood Plan obligations under the Localism Act 2011. iii) contribute to the development and delivery of sub-regional plans and policies. iv) contribute to the development and delivery of sub-regional transport plans and policies, including those of national significance that have a direct effect on the borough, including those related to transport. 2. In accordance with Council policies, statutory requirements, guidance and Codes of Practice to manage and monitor the implementation of Section 106 and CIL.

	<p>3. To produce the Local Development Scheme.</p> <p>4. To prepare and submit applications for funding to any providers of external funding to which the Council is eligible.</p>
<p>CORPORATE DIRECTOR OF PLACE; DIRECTOR OF GROWTH AND REGULATORY SERVICES; OR HEAD OF REGULATORY SERVICES</p>	<p><u>Licensing</u></p> <p>7. To grant, renew, transfer, suspend and vary, where no objections have been received, and to make conditions in relation to annual licences, occasional licences, registrations, certificates, permits, permissions and consents relating to:</p> <ul style="list-style-type: none"> • House-to-House Collections • Performances of Hypnotism • Premises for the solemnisation of marriage • Scrap Metal Dealers • Second hand dealers • Sex Establishments • Street Collections • Street trading <p>8. In accordance with the Licensing Act 2003, authority to determine, where no objections/representations have been received:</p> <p>(a) applications for personal licences; (b) applications for premises licences/club premises certificates, and provisional statements; (c) applications to vary premises licences/club premises certificates; (c) applications for transfer of premises and club premises certificates; (d) applications for interim authority; (c) applications to vary the designated premises' supervisor; (d) requests to be removed as designated premises supervisor; and (e) authority to suspend licences for non-payment of the annual maintenance fee.</p> <p>9. In accordance with the Gambling Act 2005, authority to determine, where no objections/representations have been received:</p> <p>(a) applications for premises licences; gaming licences and gaming permits; and (b) authority to suspend and revoke the licence for non-payment of the annual maintenance fee.</p> <p>10. In accordance with the Local Government (Miscellaneous Provisions) Act 1976 authority to grant, renew, vary and transfer applications for Hackney Carriage and Private Hire Drivers, Vehicles and Operators where the licence holder/applicant/vehicle meets all the Councils licensing standards.</p>

	<p>11. To suspend (and lift where appropriate) hackney carriage or private hire vehicle licences:</p> <p>a) where the vehicle owner has failed to renew the certificate of compliance; or failed to produce the certificate of compliance;</p> <p>b) under Section 68 of the Local Government (Miscellaneous Provisions) Act 1976 where officers are not satisfied as to the fitness of the vehicle to be used as a hackney carriage or private hire vehicle.</p> <p>12. To suspend (and lift when appropriate) hackney carriage or private hire driver licences where:</p> <p>a) the licence holder has failed to be correctly registered for tax;</p> <p>b) the licence holder refuses or has failed to submit a medical certificate;</p> <p>c) the licence holder has been declared unfit to drive by his doctor or other medical professional, or where the driver has declared circumstances where they may be unfit to drive</p> <p>d) the licence holder does not have a current DBS certificate;</p> <p>e) the licence holder has not registered with or failed to remain registered with the DBS update service;</p> <p>f) a check on the DBS update service has disclosed a change in status which the licence holder has failed to declare;</p> <p>g) the licence holder has failed to provide the six-monthly manual DBS certificate.</p> <p>13. To revoke the hackney carriage driver's licence, private hire driver's licence or private hire operator's licence where the licence holder is not permitted to hold any such licence because of their immigration status.</p> <p>14. To revoke the hackney carriage driver's licence or private hire driver's licence where the licence holder has been disqualified under the Road Traffic Act 1988 and is no longer authorised to drive a motor vehicle in Great Britain.</p> <p>15. To award penalty points (up to a maximum of 150 points) to hackney carriage/private hire drivers, proprietors and operators in accordance with the current penalty point system.</p> <p>16. To refuse to grant or renew a hackney carriage or private hire driver's licence where the applicant has failed to provide all required documents and has not provided satisfactory evidence of exceptional circumstances.</p> <p>17. To make entries to record decisions (whether new or historical) by the Licensing Authority to refuse, revoke or suspend a driver's licence in the licensing information database.</p> <p>18. To refuse to grant or renew a street trading licence or consent where the applicant has failed to provide all required documents or the required fee.</p> <p>19. To revoke or suspend a street trading licence or consent where the licence or consent holder fails to comply with the terms or conditions</p>
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	<p>of the licence or consent.</p> <p>20. To revoke or suspend a street trading licence or consent where the Local Highways Authority considers it necessary because of road works/street works or for reasons of public safety.</p>
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TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 24 May 2023
Report for: Information
Report of: Director of Legal and Governance and Monitoring Officer

Report Title

**EXECUTIVE DECISIONS TAKEN UNDER SPECIAL URGENCY
(REGULATION 11) PROVISIONS**

Summary

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 provide that a report should be made periodically to Council on Executive Key Decisions which have been taken under the Special Urgency provisions set out in Regulation 11. The purpose of this report is to provide this information to Council.

Recommendation(s)

That the content of the report be noted.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers: None

1.0 Background

1.1 Under the terms of Regulation 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, which came into effect in September 2012, a report should be made periodically to Council on those Executive Key Decisions which have been taken under the Special Urgency provisions set out in Regulation 11.

1.2 The following table gives details of the relevant decisions since the last report to Council on 25 May 2022:

Decision:	Date	Decision Maker
CRM Replacement	6 June 2022	Leader of the Council
Re-balancing of waste collection zones	16 December 2022	Executive Member for Environmental Services
Education and Early Years Basic Need and High Needs Capital Report	19 December 2022	Executive Member for Children's Services.

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 24 May 2023
Report for: Decision
Report of: Monitoring Officer / Director of Legal and Governance

Report Title

PROTOCOL FOR AMENDMENT TO MOTIONS

Summary

This report seeks the approval to amend the Council's constitution to replace the current protocol for Amendments to Motions, as set out in Appendix 1, with the new formal protocol for Amendments to Motions, as set out in Appendix 2.

Recommendation(s)

- 1) That the proposed formal protocol for Amendments to Motions as set out in Appendix 2, be approved.
- 2) That the Director of Legal and Governance be authorised, if necessary, to amend the Constitution of the Council in accordance with and as a consequence of this report.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers:

Constitution of the Council

1. Background

- 1.1 It is the duty of the Council's Monitoring Officer to review the Constitution from time to time and to propose amendments to the Council. Generally, amendments are put forward at the Council's Annual Meeting to reflect any changes which are proposed to the schemes of delegation for both Members and Officers, together with any further amendments which are necessary for the efficient and effective management of the Council and Council services.

2. Amendment Protocol

- 2.1 The Council's constitution, Part 4, details the protocol which must be followed to amend a motion. The current protocol is set out below at Appendix 1.

- 2.2 The current protocol contains the following provision in relation to amendments and in particular amendments made to the Executive's recommendations for the Council's Budget:

It is recommended that any amendments put forward to the Executive's recommendations for the Council's budget must be costed and that the Director of Finance and Systems should confirm that the proposals in the amendment are robust.

- 2.3 In previous Council meetings there have been some occasions where issues arising from the proposal of amendments to motions have, for various reasons, made it difficult to fully consider the implications of the proposed amendment before the motion is considered by Council.

- 2.4 The current protocol in the Council's constitution provides some guidance in respect of the procedure for dealing with amendments but it could be clearer in terms of practical expectations. To add clarity to how amendments, particularly those relating to the Executive's recommended budget, are administered and managed, an informal 'Protocol' was proposed.

- 2.5 The Group Leaders agreed the informal protocol to facilitate more efficient debate at Council meetings and minimise delays and unnecessarily prevent proper consideration of items.

- 2.6 In practice, the informal protocol has been largely successful to date.

- 2.7 In January 2023, and in preparation for the upcoming Budget Council meeting, feedback from previous Council meetings was collated with a view to updating the current amendment protocol to include the principles adopted in the informal protocol.

- 2.8 Following consultation with the Corporate Leadership Team and the Leader, the formal protocol was then circulated to all Group leaders and the Chairs of the Standards Committee and Scrutiny Committee on the 11th January 2023 in. The proposed changes were highlighted and feedback was sought.

- 2.9 During the consultation exercise, Members were made aware of the proposal for the protocol to be adopted for the upcoming Budget meeting 2023 by agreement before being formally adopted into the constitution at Annual Council.

- 2.10 Following discussions and feedback regarding practical implementation of the new protocol for budget amendments, the protocol was further amended to

allow for sufficient time for any budget proposals to be properly costed out in advance of the meeting, in particular:

- the s151 officer commitment to schedule meetings with group leaders at the earliest opportunity following publication of the budget papers was embedded into the protocol;
- the date of the budget meeting itself has been amended so that the meeting will now be scheduled a week later than it usually is;
- the date of agenda publication will remain the same as usual which, given that the meeting will now take place a week later than normal, will result in agenda publication 10 working days prior to the budget meeting and will provide more time between the agenda publication and the meeting for members to consider the Executive's budget proposals and to take advice on possible amendments;
- amendments to be submitted by 4.00 pm, 5 clear working days prior to the date of the budget meeting to allow consideration, costing review and response.

2.11 The final protocol was circulated again to group leaders and the Chairs of the Standards Committee and Scrutiny Committee on 19 January and once again, it was proposed that the new protocol be taken forward and applied for the next budget meeting informally. This proposal was agreed by members by email and was utilised for the 2023 budget meeting.

2.12 At the same time that the new formal protocol was circulated for adoption at the 2023 budget meeting, it was also proposed that the protocol would, by agreement, be formally adopted into the Council's constitution for future years. This proposal was agreed by members.

2.13 The new formal protocol is detailed below at Appendix 2.

2.14 This report seeks the approval to amend the Council's constitution to replace the current protocol, as set out in Appendix 1, with the new formal protocol, as set out in Appendix 2.

Appendix 1 CURRENT AMENDMENT PROTOCOL

Part 4: Constitution

13.4 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

- (b) It is recommended that any amendments put forward to the Executive's recommendations for the Council's budget must be costed and that the Director of Finance and Systems should confirm that the proposals in the amendment are robust.
- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chair may, for the purpose of clarity, read out the amended motion before accepting any further amendments, or if there are none, putting it to the vote.

APPENDIX 2 PROPOSED AMENDMENT PROTOCOL

Part 4 - Constitution

Amendments

13.4 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

- (b) To provide Members with sufficient time to read and comprehend the proposed amendments:

- i. Amendments should be submitted to the Director of Legal & Governance via email to the Governance Team by 4.00 p.m. one clear day before the date of the Council meeting;
 - ii. Amendments proposed during the meeting should only be minor textual changes and must detail clearly what is being proposed;
 - iii. Amendments received on time must be circulated at the start of the meeting with all deletions and/or additions shown, for example displayed in 'tracked changes' format. Where possible, amendments will also be distributed via email prior to start of the meeting.
- (c) It is acknowledged that there are times when a situation is fast-changing and a motion needs to be amended at short notice but these occasions should be a rarity.
 - (d) The Chair will have discretion to allow an amendment at shorter notice than prescribed above if there is a compelling and justified reason for doing so.
 - (e) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
 - (f) If an amendment is not carried, other amendments to the original motion may be moved.
 - (g) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
 - (h) After an amendment has been carried, the Chair may, for the purpose of clarity, read out the amended motion before accepting any further amendments, or if there are none, putting it to the vote.

13.4.1 Amendments to the Executive's Recommendations for the Council's Budget

- (a) It is required that any amendments put forward to the Executive's recommendations for the Council's budget must be considered by the Section 151 Officer and that any such budget amendment should be submitted with a statement from the Section 151 Officer to confirm that the proposals in the budget amendment are prudent.
- (b) Where possible, the Council summons, together with agenda and budget reports, will be published at least 10 working days prior to the date of the budget meeting.
- (c) The onus should be on the proposer of the budget amendment to ensure the prudence of the budget amendments by scheduling a meeting with Section 151 Officer to discuss the budget amendment and the Section 151 Officer will offer these opportunities to Group Leaders at the earliest opportunity following the publication of the Council Summons and reports for the budget meeting.
- (d) Budget amendments must be submitted to the Director of Legal & Governance via email to the Governance Team by 4.00 p.m. at least 5 clear working days prior to the date of the budget meeting.
- (e) Budget amendments must be accompanied by a statement as to the robustness and prudence of the proposed amendment from the section 151 officer.
- (f) Where a budget amendment is not submitted in accordance with the constitutional requirements, the amendment may be rejected. Where an amendment is rejected, it will not appear on the agenda.

- (g) It is acknowledged that there are times when a situation is fast-changing and a motion needs to be amended at short notice but these occasions should be a rarity.
- (h) The Chair will have discretion to allow a budget amendment at shorter notice than prescribed above if there is a compelling and justified reason for doing so.
- (i) Only one budget amendment may be moved and discussed at any one time. No further budget amendment may be moved until the amendment under discussion has been disposed of.
- (j) If a budget amendment is not carried, other budget amendments to the original motion may be moved.
- (k) If a budget amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further budget amendments are moved.
- (l) After a budget amendment has been carried, the Chair may, for the purpose of clarity, read out the amended motion before accepting any further budget amendments, or if there are none, putting it to the vote.

TRAFFORD COUNCIL

Report to: Council
Date: 24th May 2023
Report for: Decision
Report of: Director of Legal and Governance and Monitoring Officer

Report Title

Members' Allowances Scheme – Report of the Independent Remuneration Panel (IRP)

Summary

To advise the Council of the Independent Remuneration Panel's recommendations and determine changes to the Council's Allowances Scheme in the light of the recommendations.

Recommendation(s)

1. That Council consider the recommendations of the Independent Remuneration Panel as set out at appendix 1 to the report and decide on one of the following options:
 - (a) To accept the Panel's recommendation in full;
 - (b) To partially accept the Panel's recommendation with compelling reasons for doing so; or
 - (c) To reject the Panel's recommendation in full with compelling reasons for doing so.
2. That the Governance Manger be authorised to make the necessary amendments (if approved) to the Council's Members' Allowances Scheme.
3. That Council's thanks be conveyed to the Panel for the work undertaken and report produced.

Contact person for access to background papers and further information:

Name: John Addison, Governance Manager

Background Information

Appendix 1 – Report from the Independent Remuneration Panel of May 2023.

Implications:

Relationship to Corporate Priorities	N/A
Relationship to GM Policy or Strategy Framework	N/A
Financial	The Panel's recommendation would see an increase in the cost of Member's Allowances of approximately £200k per annum. This increase has been included in the Council's budget plans.
Legal Implications	It is statutory requirement that a local authority has regard to the recommendations of an IRP before it makes or amends a members' allowances scheme.
Equality/Diversity Implications	<p>The scheme as a whole is intended to assist the objective of overcoming any financial and other disincentive that an individual might experience in being a councillor and encourage persons from all sections of the community to become and remain councillors.</p> <p>The Panel has given consideration to the subject of equalities in its report.</p>
Sustainability Implications	There are no implications arising from this report.
Carbon Reduction	There are no implications arising from this report.
Staffing/E-Government/Asset Management Implications	N/A
Risk Management Implications	N/A
Health and Safety Implications	N/A

1.0 Background

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to have regard to the recommendations made to it by an Independent Remuneration Panel (IRP) before it agrees its Members' Allowances Scheme.

1.2 The last review of the Council's Members' Allowances schemes was undertaken in 2020.

1.3 In accordance with regulation 20.2 (a) of the above regulations, an IRP comprising of a minimum of three members, was appointed and tasked with carrying out this review.

1.4 The Panel for this review comprised the following members:-

- **Dr Declan Hall (Chair)** – an independent consultant specialising in Members' allowances and support and a former lecturer in local

government and politics at the Institute of Local Government, The University of Birmingham.

- **Kal Kay** - CFO Trafford College Group, a qualified accountant and professional background in the public sector and Chair of the Finance Committee at NHS Greater Manchester
- **Ralph Rudden** - A Trafford resident, a Royal Marine by professional background, Chair Stronger Communities Board and Chair Sale Response.

1.5 This covering report has been produced to accompany the detailed report of the IRP that is included at appendix 1. Reference should be made to that report for further information and detail.

1.6 The regulations require the Council to publicise the recommendations of the IRP, the agreed scheme and actual allowances paid to councillors each year. Arrangements are in hand for the required notice to be published in accordance with the regulations.

1.7 The Council is not obliged to follow the proposals of the Independent Remuneration Panel.

2 Terms of Reference of the IRP

2.1 The Trafford IRP was requested to review the Council's Members' Allowances Scheme in accordance with the requirement of the 2003 Members' Allowances Regulations (21. (1)), which state

An independent remuneration panel shall produce a report in relation to the authority or authorities in respect of which it was established, making recommendations —

- a) as to the responsibilities or duties in respect of which the following should be available:
 - Special Responsibility Allowance
 - Travelling and Subsistence allowance; and the duties for which a Travelling and Subsistence allowance can be paid
 - Co-optees' Allowance;
- b) as to the amount of such allowances and as to the amount of Basic Allowance;
- c) as to whether Dependants' Carers' Allowance should be payable to members of an authority, and as to the amount of such an allowance;
- d) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
- e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index

should apply, subject to a maximum of four years, before its application is reviewed.

3 Recommendations made by the Panel

- 3.1 Under the regulations the Council is required to have regard to the advice of their IRP. The phrase "...shall have regard to the recommendations made..." is used in the regulations. Should the Council wish to implement arrangements not fully in accordance with the Panel's recommendations they will need to give compelling reasons for doing so. In addition, it should be noted that details of any variations between the Panel's recommendations and the Council's final decision must be detailed in a public notice.
- 3.2 The full recommendations of the Panel are detailed in their report attached as Appendix 1.

4. Recommendation

1. That Council consider the recommendations of the Independent Remuneration Panel as set out at appendix 1 to the report and decide on one of the following options:
 - (d) To accept the Panel's recommendation in full;
 - (e) To partially accept the Panel's recommendation with compelling reasons for doing so; or
 - (f) To reject the Panel's recommendation in full with compelling reasons for doing so.
2. That the Governance Manger be authorised to make the necessary amendments (if approved) to the Council's Members' Allowances Scheme.
3. That Council's thanks be conveyed to the Panel for the work undertaken and report produced.

**A Review
Of
Members' Allowances
For
Trafford Council**

**A Report by the
Independent Remuneration
Panel**

**Declan Hall PhD (Chair)
Kal Kay
Ralph Rudden (B.E.M)**

May 2023

Executive Summary – Recommendations

The Table below sets out the Panel's recommendations for the Basic Allowance and SRAs (2023/34), including total number of SRAs and maximum amounts payable.

Trafford 2023 Review	Recommended Maximum Payable 2023/24				
POSITION	No Paid	Basic Allowance	Methodology	Total P/Mbr (BA+SRA)	Sub Total Per Category
BASIC ALLOWANCE	63	£10,076	130 days - 35% PSD X £119.24		£634,788
SPECIAL RESPONSIBILITY ALLOWANCES		SRA annual			
EXECUTIVE					
Leader	1	£31,236	3.1 X BA		£31,236
Leader GMCA SRA	1	£10,237	NA	£51,549	£10,237
Deputy Leader	1	£20,303	65% X Leader's SRA	£30,379	£20,303
Other Cabinet Members	8	£15,618	50% X Leader's SRA	£25,694	£124,944
Lead Member	1	£7,809	50% X Executive Members SRA		£7,809
OVERVIEW AND SCRUTINY (O&S)					
Chairs Scrutiny Committees	3	£8,590	27.5% X Leader's SRA	£18,666	£25,770
Vice Chairs Scrutiny Committees	3	£2,577	30% X Chair's SRA	£12,653	£7,731
REGULATORY					
Chair Planning & Development Management Committee	1	£10,933	35% X Leader's SRA	£21,009	£10,933
Vice Chair Planning & Development Management Committee	1	£3,280	30% X Chair's SRA	£13,356	£3,280
Chair Licensing Committee	1	£10,933	35% X Leader's SRA	£21,009	£10,933
Vice Chair Licensing Committee	1	£3,280	30% X Chair's SRA	£13,356	£3,280
Chair Accounts & Audit Committee	1	£8,590	27.5% X Leader's SRA	£18,666	£8,590
Vice Chair Account & Audit Committee	1	£2,577	30% X Chair's SRA	£12,653	£2,577
Chair Employment Committee	1	£7,809	25% X Leader's SRA	£17,885	£7,809
Vice Chair Employment Committee	1	£2,343	30% X Chair's SRA	£12,419	£2,343
Chair Standards Committee	1	£2,343	7.5% X Leader's SRA	£12,419	£2,343
OPPOSITION POSTS					
Leader Main Opposition Group	1	£10,933	35% X Leader's SRA	£21,009	£10,933
Deputy Leader Main Opposition Group (where Group has 25% of Council membership)	1	£3,280	30% X Group Leader's SRA	£13,356	£3,280
Shadow Executive Members (where Group has 25% of Council membership)	8	£2,187	20% X Group Leader's SRA	£12,263	£17,496
Leader(s) Minority Opposition Groups (only payable when have at least 4 Members)	2	£3,142	10% X Leader's SRA	£13,218	£6,284
Sub Total - Basic Allowance	63				£634,788
Sub Total - SRAs	39				£318,111
Total (BA+SRAs)					£952,899

The IRP also recommends:

Number of Lead Member SRAs payable

That the Council pay no more than four Lead Members at any one time

Leader of the Main Opposition Group

That the current criteria of reaching 25% of Council membership for the SRA to the Leader of the Main Opposition Group to be payable is removed

Deputy Leader of the Main Opposition Group

That the SRA for the Deputy Leader of the Main Opposition Group is only payable if the Group has reached 25% of Council membership

Shadow Executive Members

That the SRA for the Shadow Executive Members is only payable if the Main Opposition Group has reached 25% of Council membership

Leaders of Minority Opposition Groups

That the SRA for the Leaders of Minority Opposition Groups is only payable if Group as at least four Members

Members appointed to GMCA Overview & Scrutiny Committee (reimbursed by GMCA)

That the Council pays the following SRAs to the Members it appoints to the GMCA Overview & Scrutiny Committee (until the GMCA acquires to powers to pay the posts itself) as follows:

- The full Member (X1): annual SRA of £3,228
- The Substitute Member (X1): an annual standing SRA of £536 + a variable SRA of £134.52 for each meeting attended of the Overview & Scrutiny Committee and related Task & Finish Groups
- If a Trafford Member is Chair: an annual SRA of £9,684
- If a Trafford Member is Vice Chair (and GMCA appoints): an annual SRA of £4,035

Discontinuation of SRAs

That the following SRAs are discontinued:

- Deputy Executive Members
- Chair of Licensing Sub Committees
- Members undertaking Social Services visits
- Shadow Deputy Executive Members
- Shadow Lead Member for Education
- Opposition Spokespersons for Planning & Development Management and Licensing

SRAs considered but not recommended

That Planning & Development Management Committee Members are not paid an SRA

Clarifying the SRA schedule

That the SRA paid to the Chairs and Vice Chairs of the Scrutiny, Accounts & Audit and Employment Committees are individually listed.

Discontinuation of the 50% of second SRA payable – replace with 1 SRA only rule and exceptions

That the payment to a Member of a second SRA at 50% is discontinued. In its place a clarification should be inserted into the Allowances scheme that states that no Member is able to be paid more than 1 SRA regardless of the number of remunerated posts they may hold with the exception of the additional SRAs paid under the 2011 GMCA Order.

The Co-optees' Allowance

The current Co-optees' Allowance is maintained as follows:

- Co-optees on Standards Committee: £834
- Other Co-optees: £1,247

The Dependants' Carers' Allowance (DCA)

That the DCA is maintained but there are two types of care identified to be paid at the following maximum rates:

- Child care: maximum hourly rate paid at real living wage (currently £10.90)
- Elderly/disabled care: maximum rate paid at the hourly rate charged by Trafford Council Social Services Department for a Home Carer

The IRP also recommends that the current annual cap of £89 per week be discontinued and replaced by a cap of a maximum of 20 hours per week claimable. Also, all claims should continue to be to be receipted. Claims can be made where a carer is an informal babysitter as long as receipts are provided and they are not a member of the claimants household.

Travel and Subsistence Allowances - Within the Council

That the Basic Allowance continues to be deemed inclusive of all in-Council travel and subsistence costs (with two exceptions – see below) and that Schedule 2 of the allowances scheme is amended to reflect this situation.

The Planning Development Control Travel Allowance - Within the Council

That the Planning Development Control Travel Allowance is maintained and reset at £480 per year.

Claiming Travel - Within the Council where there is a medical reason

That schedule 2 of the allowances scheme should be clarified to permit that where a Member is unable to attend an in-authority approved duty by car or public transport for medical reasons then they are exempt from the general prohibition by Members to claim in-authority travel allowances. In this case, they are able to claim travel expenses for attending in-authority approved duties if they have to travel by taxi.

Subsistence Allowances - Outwith the Council

That schedule 2 of the allowances scheme is clarified to state that where a Member is required to attend an approved duty outwith the Council then it is expected that where possible all relevant Subsistence and overnight accommodation should be pre-booked through Democratic Services. When this is not possible then the maximum rates can be claimed (all supported by receipts) are as follows

- Meals allowance maximum of £20.72 within a 24 hour period
- Overnight accommodation maximum of £80

- Overnight accommodation (in London or at a Conference) maximum of £90

Travel Allowances - Outwith the Council

That schedule 2 of the allowances scheme is clarified to state that where a Member is required to attend an approved duty outwith the Council then it is expected that where possible travel should be on public transport at standards rates and should be pre-booked through Democratic Services. If travel by public transport is not possible or cost effective then the applicable mileage rates are applicable:

Mode of Travel	First 10,000 business miles in the tax year	Each business mile over 10,000 miles in the tax year
Cars and vans (including Hybrid or Electric vehicles)	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Passenger payments – cars and vans

5p per passenger per business mile for carrying fellow Member or Council employee in a car or van (including hybrid/electric vehicles) up to a maximum of 5 passengers

Indexation

That the following indices are applied to the allowances paid to Members and appointees of Trafford Council:

- **Basic Allowance, SRAs (including those paid in accordance with the GMCA 2011 Order), Co-optees' and Subsistence Allowances:**
 - Indexed to the annual percentage salary increase for local government staff (*at spinal column point 43*) as agreed each year by the National Joint Council for Local Government Services and applicable to the same year it applies to Officers but with an implementation date from the start of the municipal rather than financial year.
- **Mileage Allowance (Outwith only):**
 - Members' mileage allowances rates indexed to HMRC Approved Mileage Allowance Payment rates.
- **The Dependants' Carers' Allowance:**
 - Child care: maximum hourly rate indexed to the real living wage
 - Elderly/disabled care: maximum rate indexed to the hourly rate charged by Trafford Council Social Services Department for a Home Carer

The IRP also recommends that indexation should run for four years (2023-2027), which is the maximum length of time permitted by the 2003 Regulations. For authority for indexation to be extended beyond the fourth anniversary of the establishment of the new scheme of allowances the Council is required to first seek advice from the IRP.

Implementation

That the recommendations contained in this report are adopted from the 1st April 2023.

A Review
Of
Members' Allowances for Trafford Council
By the
Independent Remuneration Panel
May 2023

Regulatory context

1. This report is a synopsis of the deliberations and recommendations made by the Independent Remuneration Panel (the IRP or Panel) for Trafford Council to advise the Council on its Members' Allowances scheme.
2. The IRP was convened under The Local Authorities' (Members' Allowances) (England) Regulations 2003 (SI 1021) ("the 2003 Regulations"). These regulations, which arise out of the relevant provisions contained in the Local Government Act 2000, require all local authorities to establish and maintain an advisory Independent [Members] Remuneration Panel to review and provide advice on Members' allowances on a periodic basis.
3. All Councils are required to convene their IRP and seek its advice before they make any changes or amendments to their Members' Allowances Scheme. They must 'pay regard' to their IRPs recommendations before setting a new or amended Members' Allowances Scheme.
4. On this particular occasion, the IRP was reconvened under the 2003 Regulations [10. (5)], which states:

Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years

- before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.
5. It is this mechanism, known as the '4-year rule', that ensures IRPs are convened at least every four years if a council wishes to continue indexing their allowances. Although the main allowances are not currently indexed as authority to do so lapsed in 2021/22 if the Council wishes to go forward within indexation it must seek further advice from its IRP before it does so.
 6. The 4-year rule also provides an opportunity for IRPs to publicly scrutinise their councils' allowances schemes and enhance public accountability. In addition, as the allowances scheme has not been fundamentally reviewed for 20 years the IRP was also asked to review the whole scheme of allowances.

Terms of Reference

7. The Trafford IRP is to review the Council's Members' Allowances Scheme in accordance with the requirement of the 2003 Members' Allowances Regulations (21. (1)), which state

An independent remuneration panel shall produce a report in relation to the authority or authorities in respect of which it was established, making recommendations —

- a) as to the responsibilities or duties in respect of which the following should be available:
 - Special Responsibility Allowance
 - Travelling and Subsistence allowance; and the duties for which a Travelling and Subsistence allowance can be paid
 - Co-optees' Allowance;
- b) as to the amount of such allowances and as to the amount of Basic Allowance;
- c) as to whether Dependants' Carers' Allowance should be payable to members of an authority, and as to the amount of such an allowance;
- d) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
- e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed.

In arriving at its recommendations the IRP took into account

- I. The views of Members both oral and written
- II. Factual briefings from relevant Council Officers
- III. Allowances paid across the 10 Greater Manchester Councils
- IV. The broader financial context facing local government in general

Membership of the Independent Remuneration Panel

8. In accordance with the decision of Trafford Council on 17th March 2021, the Director of Law and Public Services in consultation with the Mayor was authorised to appointed a new IRP, consisting of the following appointees:
- Dr Declan Hall (Chair): an independent consultant specialising in members' allowances and support and a former lecturer in local government and politics at the Institute of Local Government, The University of Birmingham.
 - Kal Kay: : CFO Trafford College Group, a qualified accountant and professional background in the public sector, and Chair of the Finance Committee at NHS Greater Manchester
 - Ralph Rudden (B.E.M): A Trafford resident, a Royal Marine by professional background, Chair Stronger Communities Board and Chair Our Sale West
9. The IRP was supported by Ian Cockill, Senior Governance Officer, who was the organisational lead in facilitating and supporting the work of the IRP.

The Review Process and Methodology

10. The IRP met in person at Trafford Council Town Hall on 31st January and 1st February 2023 to consider all the written evidence and data and receive factual briefings on the Council and how it operates from relevant Officers. It was during this time that a representative range of Members met with the IRP to discuss their roles and responsibilities and to raise any issues of concern. Any Member not invited but who wanted to meet with the IRP was accommodated.
11. To ensure that all elected Members were able to exercise their voice in this review they were all sent a short questionnaire through which they could make their views known and raise any concerns directly with the IRP, of which 26 were received. The questionnaire also had the methodological advantage of ensuring all Members were being asked a common set of questions during the interviews, the main point being that all Members had at least one opportunity to exercise their voice during the review.
12. In compliance with the terms of reference and for benchmarking purposes the IRP also took into account the range and levels of allowances paid in comparable local authorities, namely the other Greater Manchester Councils.
13. The full range of interviewees and written information received and considered by the IRP is set out in the appendices as follows:

- Appendix 1: List of information and evidence that was included in the Information Pack for IRP Members
- Appendix 2: Elected Members and appointees who met with the IRP
- Appendix 3: Officers who provided a factual briefing to the IRP
- Appendix 4: Summary of benchmarking of Trafford Council Members' Allowances against other Greater Manchester Councils

Key Messages – Allowances Scheme – a low paying scheme

14. The evidence shows that the Trafford Council Members' Allowances scheme is a low paying scheme both comparatively and in real terms. This is particularly in relation to the Basic Allowance. Benchmarking shows that the Trafford Basic Allowance is the lowest by far across all of the Greater Manchester councils.

The Changing roles of Members

15. The low Basic Allowance and the fact that it (and all SRAs) has not been fundamentally reviewed at all for 20 years is in a context whereby that the roles of Members have changed dramatically since then. Legislative changes have increased the demands on all Members but on leading Members in particular. The current allowances payable does not reflect the increased demands made on Members

Basic Allowance acting as a deterrent to becoming and remaining a Member

16. The IRP received anecdotal evidence that the current level of Basic Allowance (and some SRAs) was acting as a barrier to the recruitment of a wide range of candidates to stand for Council. In particular, the time required to be a Member (whether this was at the most senior level or at the backbench level) was not recompensed by the current level of allowances payable.
17. While the Basic Allowance and SRAs were never intended to reflect the 'market value' of the workload and responsibilities undertaken by Members, they are intended to go a large way to recognising that there is a substantial time commitment and complexity to being an elected Member that is largely unrecognised in their current remuneration.
18. This purpose is highlighted by the original policy underpinning the work of remuneration panels when considering the principles for establishing a Members Allowances Scheme¹:

The financial support for Councillors must also reinforce the culture of the modern council and address, as far as possible, any disincentives to serving in local politics. People do not enter public service to make their fortune. But neither should they pay a price for serving the public.

¹ Modern Local Government – In touch with the People: Cm 4014 July 1998, 3.54

19. Currently, the Trafford Council Members' Allowances scheme does not meet this core principle underpinning the purpose of establishing such schemes.

The Trafford model of remuneration

20. There are two unusual features of the Trafford model of remuneration. Firstly, there is a plethora of SRAs payable. This is the case in the number of SRAs payable and the spread of SRAs across all Members regardless of their political group. Secondly, Trafford is highly unusual in allowing a Member to be paid 50% of any second SRA they may be eligible for. Clearly, the main rationale for this situation is to compensate for a low Basic Allowance. However, comparatively the money spent on SRAs is above the normal range when compared to the money spent on the Basic Allowance. The IRP concluded that as such the scheme needed rebalancing.

Putting the Allowances scheme on a par with Greater Manchester peers

21. A strong view that came across in both the written and oral representation made to the IRP was that the allowances paid in Trafford Council should be broadly in line with that paid across the other Greater Manchester Council. The broad view expressed was it was inequitable that Trafford Council should generally pay lower allowances than that in their peer authorities.
22. There was a further minority view expressed that there should be a national scheme of allowances. However, this is beyond the remit of the IRP, local discretion is in place and the IRP must work within the required legislative framework. As a result of this local discretion it has led the IRP to make Trafford appropriate recommendations that have cognisance of the allowances paid across Greater Manchester but not wholly driven by them.

Function of this review – fundamental reform required

23. The IRP recognises that it is never a good time to recommend increases in Members' allowances and now is a particularly difficult time to do so. However, for all the reasons outlined above the IRP has concluded that the scheme is no longer fit for purpose and the role of the IRP goes beyond that of addressing any particular anomalies arising, its role is to fundamentally modernise the scheme and to ensure it reflects the demands made upon the Members of the Council.

Recommendation – Triangulating the Basic Allowance

24. The IRP has, in the interests of transparency and robustness, laid out its deliberations regarding the current (£7,061) Basic Allowance. It has done this not only to show the Council the IRP has been diligent in listening to Members views but has taken seriously its remit regarding public accountability, namely that the recommended Basic Allowance is set at a fair level, is comparable to peer councils and represents value for money while fulfilling its function as an enabler.
25. Consequently, the IRP has triangulated the Basic Allowance as follows:

- **Recalibrating the Basic Allowance**
- **Weighing up the view of Members and governance changes since the previous review**
- **Putting the current Basic Allowance in a comparative context**

Recalibrating the Basic Allowance

26. In arriving at recommendations the IRP is required to pay regard to the 2006 Statutory Guidance. In considering the Basic Allowance the 2006 Statutory Guidance (paragraph 67) states:

Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

24. The Statutory Guidance (paragraphs 68-69) expands on the above statement by advising IRPs to consider the following three variables, namely
- Time required to fulfil the role of the ordinary Member
 - Recognising public service principle
 - The rate of remuneration

Time to fulfil duties for which the Basic Allowance is paid

25. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). It is paid to compensate for workload, plus minor expenses. Obviously Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members. So the time assessment is typically taken as the average time required carrying out all those duties for which the Basic Allowance is paid.
26. The most up to date information available on what is a reasonable time expectation for which the Basic Allowance is paid has been derived from the 2018 Councillors Census. In data supplied to the Chair of the IRP from the Local Government Association, it showed that Councillors in metropolitan councils who held "no positions" of responsibility put in on average 24 hours per week "on council business"². The LGA includes within "council business"
- Council/committee meetings
 - Working with community groups
 - Engaging with constituents, etc.
 - Other³

² Information based on National Census of Local Authority Councillors 2018 (LGA), breakdown of mean weekly hours put in on council business by councillors by number of positions held and type of council, in email from S. Richards, LGA 21 October 2019.

³ See LGA, National census of local authority councillors 2018, Chart 3, page 5

27. For the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance the IRP has not adopted the reported mean figure as it is inflated by respondents who put a great deal more than what is strictly required to fulfil the roles associated with the Basic Allowance. In other words, the mean figure is inflated by those who have the capacity to put in more through choice rather than requirement. Moreover, the figure of 20 hours per week more closely reflects the feedback from Member interviews.
28. As such, the IRP has adopted a figure of 20 hours (or 2.5 days) per week as more appropriate for the purposes of recalibrating the Basic Allowance. The IRP has equated this to 130 days per year based on an eight hour working day as the expected time input from Members for their Basic Allowance.

Recognising the Voluntary Principle – A Public Service Discount (PSD)

29. The 2006 Statutory Guidance (paragraph 67) says that it is necessary to establish out of the time required to do the work of the ordinary Member how many of those hours “ought to be remunerated.” What is meant by this is explained further in the Statutory Guidance (paragraph 68) which goes on to state

It is important that some element of the work of [elected] members continues to be voluntary – that some hours are not remunerated.

30. The element of unremunerated time often known as the ‘Public Service Discount’ (PSD) recognises the principle of public service. Thus, the voluntary principle is realised by discounting an element of the expected time inputs associated with the Basic Allowance. The typical range for this public service discount is between 30% - 40%, largely on the basis that is broadly in line with the proportion of time backbenchers spend on
- Dealing with constituents
 - Attending surgeries
 - General enquiries from citizens and
 - Other constituent/ward related activities.
31. The IRP has opted for voluntary discount of 35% as it is the mid-point between the typical ranges of 30-40 per cent that most IRPs utilise as the size of the voluntary discount. It is also the most common size of voluntary discount used by IRPs in principal councils.
32. Thus, by applying a voluntary discount of 35% to the expected time input of 130 days per year it produces a voluntary element of 45.5 days per year. These are the hours that are ‘not remunerated’, deemed to be public service, leaving 84.5 remunerated days per year.

The rate for remuneration

33. Historically, in settling on the appropriate rate of remuneration to utilise in arriving at the recommended Basic Allowance IRPs primarily relied upon an advisory day

rate published by the LGA each year to assist IRPs in setting a rate of remuneration, which by 2010 had reached £152.77 per day.⁴

34. However, the LGA has since stopped issuing this advice as IRPs switched to a more locally based rate of remuneration as it more closely reflects the typical earnings of elected Members' constituents. A reason for the switch was one of data availability: the Office of National Statistics started to collect and publish data on average earnings on a council by council basis about 12 years ago in its Annual Survey of Hours & Earnings (ASHE). A second reason for the switch is that by using a rate of remuneration that is based on average earnings of Members constituents it has robustness and is readily defensible.
35. In 2022, the median daily salary (excluding overtime) for all full time employee jobs within the area of the Trafford Council was £119.24 as published by the Office of National Statistics (ONS).⁵ Thus, for the purposes of recalibrating the Basic Allowance the IRP has adopted a rate for remuneration at £119.24 per day.
36. If the IRP updated the variables to arrive at a recalibrated Basic Allowance to take into account the most recent data available it gives the following values:
 - Time required for backbencher: 130 days per year (2.5 days per week)
 - Public Service Discount: 35% (45.5 days)
 - Rate for Remuneration: £119.24 per day
37. By following the methodology as set out in the 2006 Statutory Guidance with the most recent data available regarding the relevant updated variables it produces the following recalibrated Basic Allowance:
 - 130 days per year input minus 35% PSD (45.5 days)
= 84.5 remunerated days per year multiplied by £119.24 per day
= £10,076

Representation received by the IRP

38. The second 'corner' of the triangulation process was the representation received from elected Members. There was a near unanimous view that the Basic Allowance was in need of revision, particularly to place it on a par with peers across Greater Manchester. It was pointed out that the Basic Allowance had not substantially altered in the past 20 years (subject to periodic indexation) and no longer reflected the demands placed on Members. Since the Basic Allowance was originally set the demands on Members have increased through such developments as gaining powers over local liquor licensing, greater working with local communities and the expectation to engage in local leadership and the demands placed on Members through the rise of social and other electronic media, which means that that are permanently on call.

⁴ See LGA alert 62/10, Members' Allowances, 23 June 2010

⁵ See ASHE, 2022, Table 7.2a - Median weekly pay – excluding overtime - for full time employee jobs in area of Trafford Council, which is £596.20 and divided by 5 working days equals £119.24 per day, <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/placeofworkbylocalauthorityshetable7>

Benchmarking

39. Finally, the third ‘corner’ of the triangulation process was to benchmark the current Basic Allowance against other Greater Manchester metropolitan councils. Indeed, a key theme emerging from Member representation was that the Trafford Basic Allowance (and SRAs) should reflect the average paid across Greater Manchester.
40. Benchmarking⁶ shows that the current Trafford Council Basic Allowance is significantly below the average paid in peer Councils across Greater Manchester:
- Benchmarking group mean Basic Allowance £12,102
 - Benchmarking group median Basic Allowance £11,408
 - Trafford Council 2022/23 Basic Allowance £7,061

Recommending the recalibrated Basic Allowance

41. By undertaking this triangulation process it produced the following potential values for the Basic Allowance
- Recalibrated Basic Allowance £10,076
 - Benchmarking group mean/median Basic Allowance £12,102/£11,408
 - Representation received GM mean
42. In considering the recommended Basic Allowance, the IRP took on board the comment of one Member who said to the IRP “that the Basic Allowance should at least keep us in touch with the GM councils.” Thus, this ruled out recommending the GM average Basic Allowance.
43. As such the IRP has opted for the recalibrated Basic Allowance as it at least keeps the Trafford Basic Allowance ‘in touch’ with peers but primarily because it is based on the methodology set out in the Statutory Guidance and establishes a direct link with the current median earnings of the constituents of elected Members. Furthermore, opting for a Basic Allowance slightly below the GM average it also goes some way to recognise that most meetings ordinary Members attend are in the evening, which will not be the case in most other GM Councils.
44. **The IRP recommends that the Basic Allowance is reset at £10,076, subject to any indexation that may apply 2023/27**

Special Responsibility Allowances - The Leader's SRA

45. Currently, the Leader receives an SRA of £28,246. It has been set in accordance with an approach as set out in the Statutory Guidance (paragraph 76) which states:

One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as

⁶ See Appendix Four BM1

- an appropriate special responsibility allowance for either the elected mayor or the leader.
46. This is known as the factor approach and is commonly deployed by IRPs in arriving at the recommended SRA for Leaders on the basis that it is easy to understand, simple, transparent. A factor from a range of 2.75 – 3.25 is the commonly utilised multiple of the Basic Allowances regardless of type of council (although it tends to be towards the lower end of the typical range of multiples in district councils and the higher end in London Boroughs). In Trafford, the Leader's SRA is a factor of 4 times the Basic Allowance. This is high due to the low Basic Allowance.
 47. The role of Leader has undergone significant change since the role was last reviewed and it is clear that it requires a full time commitment, and certainly precludes any meaningful paid employment in the normal sense. In addition, the role of Leader had grown in responsibility with the passage of The Localism Act 2011. This Act enhanced the powers of all Leaders by requiring all Councils operating the executive model of governance to adopt the strong Leader model. Consequently the Leader now has all executive powers vested in the post and is responsible for the discharge of all executive functions, although much is delegated through the appointment of a Cabinet. The Leader also holds a portfolio as well as currently being the Leader of the Labour Group.
 48. The other aspect of the Leader's role that continues to develop is at the sub-regional level, namely at the Greater Manchester Combined Authority (GMCA). Although the Leader's responsibilities at the GMCA are addressed below, the reality is that regardless of whether there was a GMCA, the Leader of Trafford Council would have a sub-regional and regional, and indeed national, dimension to their role. This was evident before the GMCA was set up in 2011 as the Leader became the key post in representing Trafford at relevant forums regionally and nationally, such as the Association of Greater Manchester Authorities (AGMA) and the Local Government Association (LGA) – roles the Leader continues to carry out.
 49. In the main, the representation received by the IRP had no comment on the Leader's SRA, but where there was a view expressed it was that the current SRA was too low and needed to be increased and to be at least on a par with the average SRA paid to Leaders of GM Councils.
 50. Benchmarking shows that the SRA for the Trafford Council Leader is low, with mean GM Councils Leaders/elected Mayors' SRA being £37,695 and a median SRA of £32,945. In fact, the SRA for Leader of Trafford Council is the lowest across all the GM Councils; however this situation changes once the Leader's GMCA SRA is taken into account. Even then the total package received by the Leader is second from lowest amongst the GM councils.
 51. The IRP concluded that the Leader did merit a small increase in their SRA and decided to maintain the factor approach. In arriving at an appropriate multiple of the recommended Basic Allowance the IRP noted that benchmarking shows that across the GM councils the average SRA for GM Leaders/elected Mayor is 3.1 times the mean Basic Allowance. The IRP concluded that in light of the increase in the recommended Basic Allowance that that the GM mean multiple (3.1) was now more appropriate in arriving at the recommended SRA for the Leader, which equates to £31,236.

52. **The IRP recommends that the SRA for the Leader is reset at £31,236, subject to any indexation that may apply for 2023/27.⁷**

The Deputy Leader of the Council (x1)

53. In the main the rest of the SRAs paid in Trafford have been set in accordance with the approach laid out in the 2006 Statutory Guidance (paragraph 76) which states:

A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the Council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance.

54. This is known as the 'pro rata' approach in that the other remunerated posts are assessed as a ratio or percentage of the Leader's role or their respective Chair's role. By definition the size of the Leader's roles is 100% and other SRAs are set as a proportion of 100%. Again it has the advantage of being simple, transparent and easy to understand. The IRP has chosen to maintain this approach and adjusted the current ratio for SRAs where there is a demonstrable case to do so.
55. The Deputy Leader, current SRA £19,770) which has been set at 70% of the Leader's SRA, also has a portfolio. The Deputy Leader undertakes the traditional role of attending briefings with the Leader, acting as a sounding board and stepping in for the Leader in the Leader's absence, which occurs more frequently as the Leader has had to undertake a larger GM wide role. Indeed it means that the Deputy Leader (as do most other executive members but to a lesser extent) can have a larger GM wide role. The Deputy Leader will also have a national role through usually being one of the Council's appointees (alongside the Leader and Leader of the Main Opposition Group) onto the Local Government Association (LGA) General Assembly.
56. Benchmarking shows that the SRA (£19,770) for the Trafford Deputy Leader is broadly on par with Deputy Leaders/Mayors across Greater Manchester, with a mean SRA of £21,139 and median SRA of £19,773 being paid to Deputy Leaders/Mayors across the GM Councils. In terms of methodology, the mean GM Deputy Leaders/Mayors SRA is 56% of the mean GM Leaders/elected Mayors' SRA, which is somewhat less than the current ratio of 70% deployed in Trafford Council.
57. Although in the main there was limited representation received regarding the role of other post holders (as being less visible than that of the Leader) insofar there was representation received regarding the SRA for the Deputy Leader the view expressed was that it should be on a par with that paid across the GM Councils. As such, the current ratio (70% of the Leader's SRA) has been reset at 65% of the Leader's recommended SRA to arrive at the recommended SRA for the Deputy Leader which equates to £20,303, which is approximately midpoint between the mean and median SRA paid to equivalent posts across Greater Manchester.

⁷ All recommendations relate to 2023/24 and are subject to any indexation that may be applicable for 2023/27

58. **The IRP recommends that the SRA for the Deputy Leader is reset at 65% of the Leader's recommended SRA (£31,236), and is paid at £20,303.**

Other Executive Members (x8)

59. Currently, the Leader appoints eight other Cabinet Members (Portfolio Holders), who each receive an SRA of £14,122, which is 50% per cent of the Leader's SRA. The IRP did receive some representation that questioned the need for eight other Cabinet Members. It is beyond the remit of the IRP to comment on how the Council decides to organise itself. However, the IRP does note that the Local Government Act 2000 places a legal maximum of 10 Executive Members (including Leader and Deputy Leader) so the limit has been reached.
60. The only other (albeit limited) representation the IRP received regarding the SRAs of the other Executive Members was that it should be on a par with that of other Executive Members across the GM Councils. Benchmarking shows that the current SRA paid to other Executive Members in Trafford Council, is somewhat below the average paid across the GM councils. The mean SRA paid to other Executive Members across the GM Councils is £16,187 (43% of the Leaders/elected Mayor mean SRA), with a median figure of £16,004.
61. The IRP received no evidence to revise the current ratio of 50% of the Leader's recommended SRA in arriving at the recommended SRA for the other Cabinet Members, which equates to £15,618, which is still below the mean and median SRA paid to equivalent posts across Greater Manchester.
62. **The IRP recommends that the SRA for the eight other Executive Members of the Cabinet is £15,618, which has been set at 50% of the Leader's recommended SRA (£31,236).**

Discontinuing the SRA for the Deputy Executive Members

63. Currently, the allowances scheme contains provision for an SRA of £7,060 for Deputy Executive Members, which has been set at 50% of the other Executive Members SRA, However, these posts are no longer appointed and therefore the SRA is redundant. The provision for an SRA for Deputy Executive Members should be struck from the Members' Allowances scheme.
64. **The IRP recommends that the provision for an SRA (£7,060) for Deputy Executive Members is discontinued.**

Lead Member for Education (x1) – extending the SRA

65. Currently the Leader appoints a Lead Member for Education, who is paid an SRA of £8,473, which has been set at 30% of the Leader's SRA. This is an unusual SRA and the only equivalent role the IRP could find across the GM councils is the City Centre Spokesperson at Manchester City Council who is paid an SRA of £7,913,

although this is in a context where Manchester also pays Deputy Executive Members.

66. The role of Lead Member for Education was established in response to a specific set of circumstances at the time when it was felt that the Council needed to provide a greater focus on education related issues. It can be seen as akin to a Deputy Executive role, the post holder while having a service lead has no executive responsibility and works at the direction of the Leader.
67. The IRP was informed that the role of Education Lead Member may be discontinued from the date of the 2023 Annual Meeting. Nonetheless, the IRP was informed that in the future other Lead Members may be appointed to reflect corporate priorities and where a dedicated support Member may be deemed necessary. Thus to future proof the scheme and in the absence of Deputy Executive Members the IRP has decided to maintain and extend this SRA.
68. In extending this SRA the IRP decided that as there is no cap on the number of Lead Members the Leader may appoint that a cap should be set on the number payable at any one time. The IRP settled on a cap of no more than four Lead Members being paid the Lead Member SRA at any one time, which is half of the number of other Executive Members.
69. In setting an appropriate SRA the IRP concluded that the best comparator was the other Executive Member roles, as such it has reset the SRA for Lead Members at 50% of the recommended SRA for other Executive Members, which equates to £7,809.
70. **The IRP recommends that the Lead Member SRA is maintained and extended to enable no more than four Lead Members to receive this SRA at any one time. The IRP also recommends that the Lead Member SRA is reset at 50% of the recommended SRA for other Executive Members (£15,618), and is paid at £7,809.**

Chair of the Planning & Development Management Committee

71. Currently, the Chair of the Planning & Development Management Committee receives an SRA of £11,298, which has been set at 40% of the Leader's SRA. This (along with the Chair of Licensing) is the highest paid Chair in the Council. The IRP concluded that this was only correct as it meets monthly, more than any other Committee. The remit of the Planning & Development Management Committee is exercise powers in relation to planning and development management over development proposals in the Borough and in relation to functions specified in schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 which relate mainly to town and country planning, protection and registration of common land and regulation of the use of highways.
72. Again, the only (limited) representation received by the IRP for this SRA was that it should be in line with the SRA paid to Planning Chairs across Greater Manchester. Benchmarking shows that the mean SRA paid to GM councils Planning Chairs is £10,029, with a median SRA of £9,979, with a mean ratio of 27% of the mean SRA for Leaders/elected Mayor of GM councils. Clearly, the SRA for the Trafford

Planning & Development Management Committee Chair is above that paid to peers and set at a higher ratio than typically utilised by peers.

73. Nonetheless, the IRP has taken on board the workload of the Planning & Development Management Committee but has decided that the Chair's SRA should be closer to the mean/median SRA paid to similar posts across the GM councils. As such, the IRP has reset the SRA for the Chair of Planning & Development Management Committee at 35% of the Leader's recommended SRA (£31,236), which equates to £10,933. This is still somewhat above the mean and median SRA paid to Planning Chairs across the GM councils.
74. **The IRP recommends that the SRA for the Chair of the Planning & Development Management Committee is reset at 35% of the Leader's recommended SRA (£31,236), and is paid at £10,933.**

Vice Chair of the Planning & Development Management Committee

75. Currently the Vice Chair of the Planning & Development Management Committee is paid an SRA of £4,236 which equates to 37.5% of their Chair's current SRA. The role of Vice Chair of the Planning & Development Management Committee is to stand in when required, which is not particularly often and be prepared to stand in. While no Vice Chair is required to attend pre-meetings (where agendas are gone through and agreed) the Vice Chair of the Planning & Development Management Committee does so in the majority of cases.
76. Again, the only representation received regarding this SRA was that it should be on a par with the SRA paid to Vice Chair of Planning Committee across Greater Manchester. Benchmarking shows that the mean SRA paid to Vice Chairs of Planning Committees across Greater Manchester to be £3,488 with a median SRA of £3,387, although not all of the GM councils pay a SRA to their Vice Chair of Planning, six out of ten councils. In fact, the SRA for the Vice Chair of the Planning & Development Management Committee in Trafford is the highest across Greater Manchester.
77. Moreover, the IRP received no evidence that the Vice Chair of the Planning & Development Management Committee exercised 37.5% of the workload and responsibility of their Chair. In this case the IRP decided to be guided by the benchmarking and has reset the SRA for the Vice Chair of the Planning & Development Management Committee at 30% of the recommended SRA (£10,933) which equates to £3,280.
78. **The IRP recommends that the SRA for the Vice Chair of the Planning & Development Management Committee is reset at 30% of their Chair's recommended SRA (£10,933), and is paid at £3,280.**

Chair of the Licensing Committee

79. Currently, the Chair of the Licensing Committee is paid on a par with the Chair of the Chair of the Planning & Development Management Committee with an SRA of £11,877. This has been set at 40% of the Leader's SRA.

80. The IRP queried why the SRA for the Chair of the Licensing Committee is paid on a par with the Chair of the Planning & Development Management Committee as the latter meets more frequently than the Licensing Committee, with the full committee meeting no more than once per year. Although the Licensing Committee exercises powers in relation to the Council's licensing functions under the Licensing Act (2003) and Gambling Act (2005) its main function in reality is to determine and maintain the Council's licensing policies.
81. However, most the work of the Licensing Committee is carried out through two sub-committees, the Licensing Sub-Committee which deals licensing applications under the Licensing Act (2003) and Gambling Act (2005) and the Public Protection Sub-Committee which deals with all other licensing, registration and regulatory functions, including taxi licensing. The Public Protection Sub-Committee has 11 scheduled meetings per year, although on average one or two are cancelled each year due to lack of business. In effect this is the main "Licensing Committee". The Licensing Sub-Committee meets as and when required, e.g., to deal with an objection to the operation of licensing premises or variation in licensing hours, but in 2021/22 there were 11 such meeting and at the time of the review there had been six meetings of the Licensing Sub-Committee.
82. The Public Protection Licensing Sub-Committee consists of nine members while the Licensing Sub-Committee consists of three members, all drawn from the parent committee. More importantly the Chair of the two Licensing Sub-Committees is expected to be in the first instance the Chair of the full Licensing Committee. In practice the Chair of the Licensing Committee has chaired the Licensing Sub-Committees in most instances.
83. As such the IRP notes that the Chair of the Licensing Committee is chairing a similar number of meetings as the Chair of the Planning & Development Management Committee.
84. Again the only representation received regarding this SRA is that it should be paid on a par with the SRA paid to Chairs of Licensing Committees across the GM councils. Benchmarking shows that the mean SRA paid to GM Chairs of Licensing Committees is £9,411 with a median SRA of £9,135 but the other GM Licensing Chairs do not necessarily have the same role in their respective Licensing Sub-Committee[s] as in Trafford. Nonetheless, the IRP received no evidence that the Chair of Licensing Committee should not continue to be paid an SRA on a par with the recommended SRA (£10,933) for the Chair of the Planning & Development Management Committee.
85. **The IRP recommends that the SRA for the Chair of the Licensing Committee is reset at 35% of the Leader's recommended SRA (£31,236), and is paid at £10,933.**

Vice Chair of the Licensing Committee

86. Currently the Vice Chair of the Licensing Committee is paid a SRA of £4,236 which equates to 37.5% of their Chair's current SRA. The Vice Chair of the Licensing Committee is expected to undertake the normal Vice Chair roles although the Vice

Chair does not attend pre-meetings with their Chair and relevant Officer. However, the Council Constitution states that the Vice Chair of the Licensing Committee is the second nominated person to chair the Licensing Sub-Committees if the Chair is unable to do so. As such, their SRA is merited.

87. Again the only representation received regarding this SRA was that the post holder should be paid on a par with the SRA paid to Vice Chairs of Licensing Committees across the GM councils. Benchmarking shows that the mean SRA paid to GM council Licensing Committee Vice Chairs is £3,378 and median SRA is £3,507. Again, the Vice Chair of Licensing in Trafford is the highest paid across the GM council. However, it is noted that Licensing Vice Chairs in the other GM councils doesn't always have such an active role in their licensing sub-committees as is the case in Trafford.
88. Consequently, bearing in mind the role of the Chair of the Licensing Committee in the Licensing Sub-Committees the IRP has concluded that it is appropriate to maintain their SRA on a par with the recommended SRA for the Vice Chair of the Planning & Development Management Committee, which is £3,280.
89. **The IRP recommends that the SRA for the Vice Chair of the Licensing Committee is reset at 30% of their Chair's recommended SRA (£10,933), and is paid at £3,280.**

Discontinuation of SRA for the Licensing Sub-Committees

90. Currently the scheme contains provision for an SRA to be paid pro rata to the Chairs of the Licensing Sub-Committees. It is paid at £3,591 (pro rata depending on number of Sub-Committees chaired), which is the equivalent of 32.5% of the Chair's SRA. Benchmarking shows that this is paid in only three out of the ten GM councils so benchmarking is of limited value in this case.
91. Moreover, this SRA is largely redundant as the Chair and Vice Chair of Licensing chair the vast majority of Licensing Sub-Committees which is recognised in their recommended SRA. There is an odd occasion when some other Member of the Licensing Committee is required to chair the Licensing Sub-Committees but it is so infrequent as not to meet the test of 'significant responsibility' for an SRA to be payable.
92. **The IRP recommends that the provision for SRAs for the Chairs of the Licensing Sub-Committees is discontinued.**

Chairs of the Scrutiny Committees (X3)

93. Currently the Council has three Scrutiny Committees as follows:
 - The Children & Young People's Scrutiny Committee
 - The Scrutiny Committee
 - The Health Scrutiny Committee

94. These are statutory committees and are the means by which the Executive is held to account and also feed into the Executive and Council in proposing policy and monitoring performance. They are scheduled to meet at least five times per year. They can and do set up Task & Finish Working Groups that meet at least 2-3 times each to delve into a particular issue in more depth and feedback their findings to the parent Scrutiny Committee. The Scrutiny Committees have no decision making powers.
95. Currently, each of the three Chairs of the Scrutiny Committees receive an SRA of £8,473, which has been set at 30% of the Leader's current SRA. Again, the only representation received regarding these SRAs was that they should be on a par with the SRAs paid to Scrutiny Chairs across Greater Manchester. Benchmarking shows that the Chairs of Scrutiny Committee in the GM councils are paid a mean SRA of £8,581 and median SRA of £8,426, although in some of the larger GM councils there are more Scrutiny Committees in place.
96. The IRP received no evidence that the current SRA paid to the Scrutiny Chairs is not broadly appropriate and has concluded that their SRAs should be on similar to the mean SRA paid to equivalent Chairs across Greater Manchester. As such, the IRP has reset the SRA for the Chairs of the Scrutiny at 27.5% of the recommended SRA (£31,236), which equates to £8,580.
97. **The IRP recommends that the SRA for the Chairs of the three Scrutiny Committees is reset at 27.5% of the Leader's recommended SRA (£31,236), and is paid at £8,590.**

Vice Chairs of the Scrutiny Committees (X3)

98. Currently, the three Vice Chairs of the Scrutiny Committees are paid an SRA of £4,236, which has been set at 50% of the current SRA paid to the Scrutiny Chairs. The Scrutiny Vice Chairs do not have any specified discrete tasks to undertake, for instance they are not expected to chair any relevant Scrutiny Task and Finish Group and their role is limited to standing in when required which occurs rarely, nor do they all attend the relevant pre-meetings.
99. Again the only (very limited) representation received regarding these SRAs was that they should be in line with that paid to Scrutiny Vice Chairs across the GM councils. However, benchmarking is of very limited value in this case as only three out of the ten GM council pay such a post but it is noted that the Vice Chairs of Scrutiny in Trafford are paid the highest in the three GM councils that pay such a post.
100. The IRP received no evidence that the SRA for the Scrutiny Vice Chairs should be on a par with that paid to the Vice Chairs of the Planning & Development Management and Licensing Committees. Methodologically and logically it is inconsistent. As such, the IRP has concluded that the SRA for the Vice Chairs of the Scrutiny Committees should be reset at the same ratio it applied to the Vice Chairs of the Planning & Development Management and Licensing Committees and reset them at 30% of the recommended SRA (£8,580) for the Chairs of Scrutiny, which equates to £2,577.

101. **The IRP recommends that the SRA for the Vice Chairs of the three Scrutiny Committees is reset at 30% of the Scrutiny Chairs' recommended SRA (£8,590), and is paid at £2,577.**

Chair of the Accounts & Audit Committee (X1)

102. Currently, the Chair of the Accounts & Audit Committee receives an SRA of £8,473, which has been set at 30% of the Leader's current SRA. While there is no statutory requirement to have an Audit Committee it is a statutory function and is now regarded as good practice to have such a committee. The purpose of the Accounts & Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process as well as corporate governance. It is scheduled to meet five times per year.
103. Benchmarking shows that the mean SRA paid to Chairs of equivalent committees across the GM is £8,161 with a median SRA of 8,379, although three of the GM councils do not have a separate Audit Committee.
104. The IRP received no evidence that the Chair of the Accounts & Audit Committee should not continue to be paid an SRA that is on par with the recommended SRA for the Scrutiny Chairs, which has been reset at 27.5% of the recommended SRA (£31,236) for the Leader.
105. **The IRP recommends that the SRA for the Chair of the Accounts & Audit Committee is reset at 27.5% of the Leader's recommended SRA (£31,236), and is paid at £8,590.**

Vice Chair of the Accounts & Audit Committee (X1)

106. Currently, the Vice Chair of the Accounts & Audit Committee is paid an SRA of £4,236, which has been set at 50% of the current SRA paid to the Accounts & Audit Chair. The role of the Vice Chair of the Accounts & Audit Committee is limited to being prepared and standing in when required, which rarely occurs. Nor does the post holder attend all the relevant pre-meetings.
107. Again the only (very limited) representation received regarding these SRAs was that they should be in line with that paid to Audit Vice Chairs across the GM councils. However, benchmarking is of very limited value in this case as only three out of the ten GM council pay such a post but it is noted that the Vice Chair of the Accounts & Audit Committee in Trafford is paid the highest SRA in the three GM councils that pay such a post.
108. The IRP received no evidence that the SRA for the Accounts & Audit Vice Chair should be on a par with that paid to the Vice Chairs of the Planning & Development Management and Licensing Committees. Methodologically and logically it is inconsistent. As such, the IRP has concluded that the SRA for the Vice Chair of the Accounts & Audit Committee should be reset at the same ratio it applied to the Vice

Chairs of the Planning & Development Management and Licensing Committees and reset them at 30% of the recommended SRA (£8,590) for the Chair of Accounts & Audit, which equates to £2,577.

109. **The IRP recommends that the SRA for the Vice Chair of the Accounts & Audit Committee is reset at 30% of the Account & Audit Chairs recommended SRA (£8,590), and is paid at £2,577.**

Chair of the Employment Committee (X1)

110. Currently, the Chair of the Employment Committee receives an SRA of £8,473, which has been set at 30% of the Leader's current SRA. The role of the Employment Committee is to determine and keep under review collective and corporate terms and conditions of employment, for approving human resources policies, the establishment of Services of the Council and matters relating to employment. It is scheduled to meet quarterly although extraordinary meetings can be scheduled as required.
111. Again the only (very limited) representation received regarding this SRA was that it should be in line with that paid to Employment Chairs across the GM councils. However, benchmarking is of very limited value in this case as only two out of the ten GM council pay such a post largely because not all GM councils have a standing Employment Committee.
112. Nonetheless, Employment matters has been deemed significant enough by the Council that it merits a standing committee and as such the Chair merits an SRA. However, the IRP concluded that the workload and responsibility of the Chair of the Employment Committee is not on a par with the Chairs of the Scrutiny and Accounts and Audit Committees and has decided to reset the SRA for the Chair of Employment Committee at 25% of the recommended SRA (£31,236) for the Leader, which equates to £7,809.
113. **The IRP recommends that the SRA for the Chair of the Employment Committee is reset at 25% of the Leader's recommended SRA (£31,236), and is paid at £7,809.**

Vice Chair of the Employment Committee (X1)

114. Currently, the Vice Chair of the Employment Committee is paid an SRA of £4,236, which has been set at 50% of the current SRA paid to the Employment Chair. The role of the Vice Chair of the Employment Committee is limited to being prepared and standing in when required, which rarely occurs. Nor does the post holder attend all the relevant pre-meetings.
115. Again the only (very limited) representation received regarding these SRAs was that they should be in line with that paid to Audit Vice Chairs across the GM councils. However, benchmarking cannot be done in this instance as Trafford is the only one of the GM councils that remunerated their Vice Chair of the Employment Committee. As a result, the IRP deliberated on whether this post should continue

to be paid an SRA but as it is practice to remunerate the Vice Chairs of all the major standing committees the IRP decided to maintain it.

116. However, the IRP received no evidence that the SRA for the Employment Vice Chair should be on a par with that paid to the Vice Chairs of the Planning & Development Management and Licensing Committees. Methodologically and logically it is inconsistent. As such, the IRP has concluded that the SRA for the Vice Chair of the Employment Committee should be reset at the same ratio it applied to the other Vice Chairs, which is 30% of the recommended SRA (£7,809) for the Chair of Employment, which equates to £2,577.
117. **The IRP recommends that the SRA for the Vice Chair of the Accounts & Audit Committee is reset at 30% of the Account & Audit Chairs recommended SRA (£8,590), and is paid at £2,343.**

Chair of the Standards Committee (X1)

118. Currently the Chair of the Standards Committee receives an SRA of £2,496, which equates to just under 9% of the Leader's current SRA. The main roles of the Standards Committee is to promote and maintain high standards of conduct, to make recommendations to the Council on the council's Code of Conduct and grant dispensations. It is scheduled to meet three times per year but these meetings are regularly cancelled due to lack of business. However, the Standards Committee also has a role to determine by way of its Hearing Panel whether a Member has breached the Code of Conduct and if so whether to take action and what action to take. The Chair of the Standards Committee is expected to lead in any Hearings Panels that are held, which historically have been very few in number.
119. The IRP considered whether to continue this SRA but as Standards has been deemed significant enough by the Council that it merits a standing committee and as such the Chair merits an SRA. Moreover, just because there have rarely been Standards Hearings Panels in the past it does not preclude them occurring in the future. Maintaining an SRA for the Chair of Standards is as much for the potential as actual role as it has historically transpired.
120. Benchmarking is of limited value in this case as only three out of the ten GM councils remunerate such a Chair of Standards. Consequently, the IRP concluded, due to the limited number of Standards meetings that the SRA for the Chair of the Standards Committee should be reset at 7.5% of the recommended SRA (£31,236) for the Leader, which equates to £2,343.
121. **The IRP recommends that the SRA for the Chair of the Standards Committee is reset at 7.5% of the Leader's recommended SRA (£31,236), and is paid at £2,343.**

Discontinuation of SRA for Social Service Visits

122. Currently the allowances scheme contains provision for Members who undertake Social Services visits an SRA of £664. Among the ten GM councils this SRA is unique to Trafford. Moreover, it is never claimed so therefore is redundant.

123. **The IRP recommends that the SRA for Social Service Visits is discontinued.**

Comments on Opposition SRAs – a plethora are paid

124. What is unique in the Trafford Members' Allowances scheme is that there is provision for SRAs for all Opposition roles (where appointed) that mirror the positions of responsibility in the controlling group. This, as far as can be discerned, only occurs in Trafford. Moreover, the logic of SRAs is that they are paid for positions of "significant additional responsibility" (see 2006 Statutory Guidance paragraph 70). It is recognised the plethora of Opposition SRAs is partly a function of having such a low Basic Allowance it enables a wide as range of Members as possible to have a compensating SRA. As the IRP has recommended an increased SRA this logic is no longer applicable.

Leader of Main Opposition Group (X1)

125. The 2003 Regulations require that where the Council is controlled by one or more political groups (defined as having a minimum of two Members) then at least one SRA must be paid to an Opposition Member. The current Trafford Council allowances scheme fulfils this requirement and more. Nonetheless, it is typical to remunerate the Leaders of the Main Opposition Groups at least.

126. The scheme specifies that the SRA for the Leader of the Main Opposition Group should only be paid where the Main Opposition Group has 25% of seats on the Council. Again this is highly unusual; the Leader of the Main Opposition Group has a primary responsibility to lead the Opposition and provides critical challenge to the controlling group. Moreover, the Leader of the Main Opposition Group will also be consulted by the Chief Executive when required. There is a significant role to undertake regardless of group size.

127. **Consequently, the IRP recommends that the current threshold of the Leader of the Main Opposition Group representing at least 25% the Council membership before the SRA is paid is removed.**

128. The current SRA (£14,122) for the Leader of the Main Opposition Group has been set at 50% of the Leader's current SRA and on a par with the current SRA for the other Executive Members. Benchmarking shows that the mean SRA paid to Leaders of Main Opposition Groups across the GM councils is £11,129, with a median SRA of £11,207, with a mean ratio of 30%. The SRA for the Leader of the Main Opposition Group is the second highest across the GM councils.

129. Moreover, no other GM council pays an SRA to the Leader of the Main Opposition Group that is the equivalent to the SRA paid to other Executive Members. The one exception is Bolton, which perversely pays a higher SRA to the Leader of its Main Opposition Group than to its other Executive Members. However, it is noted that this anomaly is a result of a piecemeal review of allowances with the SRAs for other Executive Members being reviewed in isolation a number of years ago. It is further noted that Bolton is currently undertaking a full review of its allowances scheme.

130. Nonetheless, the IRP notes that there is an important constitutional distinction between the role of other Executive Members and the Leader of the Main Opposition Group, the latter has no executive decision making powers. While the Leader of the Main Opposition Group may have a similar workload to other Executive Members by definition the Leader of the Main Opposition Group does not have similar levels of responsibility.
131. As such, the IRP has decided to reset the SRA for the Leader of the Main Opposition Group and concluded that it should be more in line with the SRA paid to Main Opposition Group Leaders across the GM councils. Therefore it is appropriate to reset the SRA on a par with the recommended SRA (£10,933) for the Chairs of Planning & Development and Licensing Committees, which is 35% of the recommended SRA for the Leader.
132. **The IRP recommends that the SRA for the Leader of the Main Opposition Group is reset at 35% of the Leader's recommended SRA (£31,236), and is paid at £10,933.**

Deputy Leader of Main Opposition Group (X1)

133. Currently the Deputy Leader of the Main Opposition Group receives an SRA of £2,823, which has been set at 20% of the current SRA for Main Opposition Group Leader. Benchmarking shows that the role of Deputy Leader of the Main Opposition Group is paid an SRA in six out of the ten GM councils, with a mean SRA of £4,854 and median SRA of £4,752.
134. In considering the appropriate SRA for the Deputy Leader of the Main Opposition Group the IRP has not been guided by the average SRA paid to equivalent posts across the GM councils as they are not consistently remunerated and the IRP is also recommending that Shadow Executive Members continue to receive an SRA (see below) thus ensuring that the Main Opposition Group is adequately resourced. Nonetheless, the IRP has decided to reset the ratio utilised to arrive at the SRA for the Deputy Leader of the Main Opposition by applying an uplift from 20% to 30% of the recommended SRA (£10,933) for the Leader of the Main Opposition Group, which equates to £3,280, which places it on a par with the recommended SRA for the Vice Chairs of the Planning & Development Management and Licensing Committees.
135. **The IRP recommends that the SRA for the Deputy Leader of the Main Opposition Group is reset at 30% of the recommended SRA (£10,933), and is paid at £3,280.**
136. Currently, the SRA for the Deputy Leader of the Main Opposition Group is only payable if the Main Opposition Group reaches 25% of the Council membership. This threshold is not unknown for this post. **The IRP recommends that the SRA for the Deputy Leader of the Main Opposition Group is only payable if the Main Opposition Group has at least 25% of Council membership.**

Shadow Executive Members (X8)

137. Currently the allowances scheme contains provision for an SRA payable to Shadow Executive Members (which must reflect the composition of the Council's other Executive Members). The SRA payable is currently £2,823, which has been set at 20% of the current SRA paid to the Leader of the Main Opposition Group.
138. Benchmarking shows that the equivalent roles are only paid in one other GM council so meaningful comparisons cannot be drawn. It does suggest that there is not a strong case to maintain these SRAs however the IRP has decided to maintain the SRAs for the Shadow Executive Members on the grounds of ensuring that the Main Opposition is adequately resourced, even if it is above the normal level of resourcing that is typical elsewhere.
139. In arriving at the appropriate SRA for the Shadow Executive Members the IRP received no representation or evidence that the current ratio of 20% of the SRA for the Leader of the Main Opposition Group Leader is not still apt – 20% of the recommended SRA (£10,933) for the Leader of the Main Opposition Group equates to £2,187.
140. **The IRP recommends that the SRA for the other Shadow Executive Members is set at 20% of the recommended SRA (£10,933) for the Leader of the Main Opposition Group, and is paid at £2,187.**
141. Currently, the SRA for the other Shadow Executive Members is only payable if the Main Opposition Group reaches 25% of the Council membership. The IRP received no representation or evidence not to maintain this threshold. **The IRP recommends that the SRA for the other Shadow Executive Members Group is only payable if the Main Opposition Group has at least 25% of Council membership.**

Discontinuation of SRA for Shadow Deputy Executive Members

142. Currently the scheme contains provision for an SRA for Shadow Deputy Executive Members of £1,410 which is 10% of the current SRA paid to the Leader of the Main Opposition Group. The IRP notes that Trafford is the only GM council that has such a provision in its allowances scheme. However, as there are no Deputy Executive Members appointed then no Shadow Deputy Executive Members are appointed. Even if they were appointed the IRP can see no reason for an SRA to be payable – no other GM council pays such an SRA and the recommended increase in the Basic Allowance undermines the logic of such an SRA.
143. **The IRP recommends that the current provision in the Members' Allowances scheme to pay an SRA of £1,410 to Shadow Deputy Executive Members is discontinued.**

Discontinuation of SRA for Shadow Lead Member for Education

144. Currently the scheme contains provision for an SRA for the Shadow Lead Member for Education of £1,729, which is the equivalent of just over 12% of the current SRA paid to the Leader of the Main Opposition Group. Again among the GM councils this is a SRA that is unique to Trafford. Also, the logic of such an SRA is much reduced with the recommended increase in the Basic Allowance and the

comparatively well-resourced Main Opposition Group based on the IRPs current recommendations.

145. **The IRP recommends that the current provision in the Members' Allowances scheme to pay an SRA of £1,729 to Shadow Lead Member for Education is discontinued.**

Discontinuation of SRA for Opposition Spokespersons (Planning & Development Management and Licensing)

146. Currently the scheme contains provision for an SRA for the Opposition Spokespersons for Planning & Development Management and Licensing of £2,823, which Shadow Lead Member for Education of £1,729, which is the equivalent of 20% of the current SRA paid to the Leader of the Main Opposition Group. Again among the GM councils these SRAs are unique to Trafford. Similarly, the logic of such SRAs is much reduced with the recommended increase in the Basic Allowance and the comparatively well-resourced Main Opposition Group based on the IRPs current recommendations.

147. **The IRP recommends that the current provision in the Members' Allowances scheme to pay an SRA of £2,823 to the Opposition Spokespersons for Planning and Development Management and Licensing is discontinued.**

Leaders of Minority Opposition Groups (X2)

148. Currently the Leaders of the two Minority Opposition Groups (Liberal Democrat and the Greens) are paid an SRA of £2,823 which has been set at 10% to the Leader's current SRA. While the Leaders of the Minority Opposition Groups do not have the same pressures to provide the primary challenge to the controlling group they do have an Opposition role nonetheless and are called upon when required to join the Leader and Main Opposition Group Leader to present a united front for the Council as well being consulted on major issues.

149. Benchmarking shows these posts are normally paid in the GM councils, with nine out of ten GM councils paying an SRA to the Leaders of Minority Opposition Groups with a mean SRA of £4,059 and median SRA of £2,882.

150. The IRP received no evidence that a ratio of 10% of the Leader's SRA is no longer appropriate. By maintaining a ratio of 10% of the recommended SRA (£31,236) for the Leader to arrive at the recommended SRA for the Leaders of the Minority Opposition it arrives at a recommended SRA of £3,124.

151. **The IRP recommends that the Leaders of Minority Opposition Groups should be paid an SRA set at 10% of the recommended SRA (£31,236) for the Leader, which is £3,124.**

Setting a threshold for SRA for Leaders of Minority Opposition Groups

152. The 1989 Local Government Act allows a political group to be formed by only two Members. As the allowances scheme currently stands it would mean that if there

was a Minority Opposition Group of just two Members then the Group Leader would be paid the relevant SRA. The IRP felt that was inequitable, a group of two Members does not reach a critical mass. As such, the IRP has decided to set a qualifying threshold that a Minority Group must reach before their Group Leader is paid the Minority Opposition Group Leader's SRA. This is often done where such an SRA is payable.

153. In setting the qualifying threshold the IRP did not want to set the bar too high so as to effectively exclude all Leaders of Minority Opposition Groups yet it should be higher than the current legal minimum of two Members. As such, the IRP simply doubled the current legal minimum of two Members and set it at four Members.
154. **The IRP recommends that for the recommended SRA (£3,124) for a Leader of a Minority Opposition Group to be payable then that Minority Opposition Group must have at least four Group Members.**

Recommended SRAs in accordance with the GMCA Order 2011 - Trafford Council Leader appointed to the GMCA (X1)

155. Currently, the Leader is paid an SRA of £10,432 for being a Member of the Greater Manchester Combined Authority (GMCA) Board. The GMCA is prohibited from paying allowances to any of its Members or appointees to its committees. This point was made specifically in the 2015 amendment to the GMCA 2011 Order, and any remuneration in this regard has to be paid through the schemes of the constituent councils.
156. The rolling implementation of devolution has created a different set of challenges for all GM Council Leaders/elected Mayor and the Trafford Leader in particular. All GM Leaders/elected Mayor are full Members of the GMCA. Each Leader on the GMCA has a particular policy lead. At time of the review the Trafford Leader had not been in place long enough for a GMCA portfolio to be assigned. Regardless, by holding a GMCA portfolio it will involve appointments to other relevant bodies, such as being appointed to the AGMA relevant Committee and other GM-wide stakeholder bodies relevant to the particular portfolio.
157. The GM region is the only region thus far to take control of its combined health and social care budgets, which is more than £6 billion. More recently, through the GMCA Devolution Agreement with the Government, there has been a further significant devolution of powers and responsibilities to GMCA designed to drive economic growth and reform of public services. There was general agreement that the GMCA-related work of the Leader had increased significantly over the years and the GMCA SRA for the Leader was merited.
158. The IRP notes that currently five of the ten GM councils make separate SRA provision for their Leader on the GMCA. The fact that it is not paid in the five other GM councils is partly due to the fact that some of their respective IRPs have not had the opportunity to review the role recently rather than being a conscious decision. In the case of Manchester and Salford Councils the SRA for their Leader/elected Mayor has been set at a high level to reflect their work on the GMCA. However, the normal practice is to separately identify the Leaders GMCA SRA (where paid) in anticipation that in the future the GMCA will gain the authority

to pay such SRAs directly and the Councils that pay a separate GMCA Leader's SRA would then be able to discontinue it.

159. Although the benchmarking is limited, out of the five G councils that pay their Leader a GMCA SRA under the 2011 Order) it does show the following:

- Bury Leader's GMCA SRA: £6,000
- Oldham Leader's GMCA SRA: £6,089
- Rochdale Leaders GMCA SRA: £5,879
- Trafford Leader's GMCA SRA: £10,432
- Wigan Leader's GMCA SRA: £10,237

160. Although it is on very limited data, it produces a GMCA Leader's mean SRA of £7,727 and a median figure of £6,089. Clearly, the Trafford Leader's GMCA SRA is above the average paid to other GM council Leaders, in fact it is the highest. The IRP is at ease with this situation. Firstly, as other GM council IRPs get round to reviewing an SRA for the Leader appointed to the GMCA the average payable will inevitably increase. Moreover, it is noted that when the recommended Basic Allowance (£10,076), Leader's Trafford recommended SRA (£31,236) and current Leader's GMCA (£10,423) is aggregated to show the total remuneration it equates to £51,744. This is in line with the GM councils mean total remuneration package of £53,661 and median Leaders total remuneration package of £49,866.

161. The IRP is recommending that the Leader's GMCA SRA is maintained at £10,432, and is not subject to the 1 SRA only recommendations.

Recommended SRAs in accordance with the GMCA Order 2011 – Trafford Members appointed to the GMCA Overview & Scrutiny Committee (X1 + 1)

162. During the course of the review the Council received a report from the GMCA that also contained a report from the GMCA IRP setting out its recommendations regarding the payment of SRAs of GM council Members appointed to the GMCA Overview & Scrutiny Committee. All GM councils are required to appoint Members to the GMCA Overview & Scrutiny Committee and it is a statutory committee. Currently Trafford appoints one full Member and one substitute Member to the GMCA Overview & Scrutiny Committee.

163. The GMCA IRP reviewed these SRAs in anticipation of the enacting of the Levelling Up Bill which will give the GMCA the authority to remunerate GM council Members appointed to its Overview & Scrutiny Committee. However, the Levelling Up Bill is still proceedings through Parliament and therefore the GMCA does not yet have the legislative power to pay an SRA directly to the GMCA Overview & Scrutiny Committee Members. As an interim arrangement the GMCA is asking all GM councils to adopt the recommendations of the GMCA IRP regarding GM council Members appointed to its Overview & Scrutiny Committee.

164. In turn Trafford Council has asked the IRP to consider GMCA IRP recommendations regarding the GMCA Overview & Scrutiny SRAs to ensure that the requirements of the 2003 Regulations have been met both in spirit and to the letter.

165. The GMCA IRP recommended that the following SRAs should be paid to GM council Members appointed to its Overview & Scrutiny Committee:

- Full Member: annual SRA of £3,228
- Substitute Member: an annual standing SRA of £536 +
A variable SRA of £134.52 for each meeting attended of the Overview & Scrutiny Committee and related Task & Finish Groups
- Chair: an annual SRA of £9,684
- Vice Chair (if appointed): an annual SRA of £4,035

166. The IRP having considered the GMCA IRP report and recommendations concluded that there was no case to revise those recommendations. The IRP considered this to be more of a technical issue, the GMCA has agreed the SRAs to be paid and for legal reasons they can only be paid by the respective GM councils via their own allowances schemes until the relevant legislation is in place for the GMCA to pay them directly. Moreover, there will be no financial impact for Trafford Council as the payment of these SRAs will be reimbursed by the GMCA.

167. As such, the IRP recommends that the Council pays the following SRAs to the Members it appoints to the GMCA Overview & Scrutiny Committee (until the GMCA acquires powers to pay the posts itself) as follows:

- **The full Member (X1):** annual SRA of £3,228
- **The Substitute Member (X1):** an annual standing SRA of £536 + a variable SRA of £134.52 for each meeting attended of the Overview & Scrutiny Committee and related Task & Finish Groups
- **If a Trafford Member is Chair:** an annual SRA of £9,684
- **If a Trafford Member is Vice Chair (and GMCA appoints one):** an annual SRA of £4,035

SRAs considered but not recommended – Members of the Planning & Development Management Committee

168. The IRP did receive some representation that Members of the Planning & Development Management Committee should be paid a small SRA. The rationale behind this view was that Members of the Planning & Development Management Committee met attended more meetings than Members of other committees.

169. The IRP did not accept this argument. The Members of the Planning & Development Management Committee already receive an additional remuneration through the flat rate travel allowance. While this is paid to recognise travel costs associate with Members of the Planning & Development Management Committee carrying out personal site visits there is no compulsion to undertake such visits and therefore in some instances operates as a supplemental remuneration. Moreover, there is additional work other Members do or can potentially undertake for which they are not paid an SRA, for instance. Members working in more informal ways

such as in Task and Finish Groups. The Basic Allowance is intended to recognise all aspects of Members workloads. Finally it is noted that none of the other GM councils pay an SRA for to their Members of their Planning Committees.

170. **The IRP does not recommend that the Members of the Planning & Development Management Committee are paid an SRA.**

Clarifying the SRA schedule

171. Currently, the SRA schedule as set out in the Members' Allowances scheme does not set out the SRA paid to each Committee Chair and Vice Chair of the Scrutiny, Accounts & Audit and Employment Committees, it simply sets out the SRA for "Committee Chairs" and "Committee Vice Chairs". This makes the scheme opaque to any interested parties who may be reading the scheme.

172. In the interests of transparency **the IRP recommends that the SRA paid to the Chairs and Vice Chairs of the Scrutiny, Accounts & Audit and Employment Committees are individually listed.**

Discontinuation of the 50% of second SRA payable – replace with 1 SRA only rule and exceptions

173. Currently, a Member who holds two remunerated post is able to receive 100% of the highest SRA and 50% of the other SRA for which they are eligible. The logic behind this provision is to partially compensate for the current low Basic Allowance, a logic that is no longer applicable with the recommended increase in the Basic Allowance. If the intent was to recompense for responsibility then the full second SRA would be paid.

174. The 2003 Regulations do not prohibit the number of SRAs a Council may pay or the number of SRAs a Member may be paid. However, it is an almost universal practice for Councils to have a 1 SRA only rule in that regardless of the number of remunerated posts a Member may hold. The rationale behind this rule is that it makes the scheme more transparent, anyone can understand the total remuneration received by a Member simply by reading the allowances scheme. It also potentially can lead to a situation where a Member is paid more than the Leader which is counter intuitive although it is noted that as 50% of a second SRA is payable in Trafford this is situation would not arise in reality.

175. Also, it is noted that Trafford is the only GM council that pays a Member a second SRA even if it is paid at 50%. Finally, in the representation received Members generally accepted that the second SRA payable at 50% was an anachronism if the Basic Allowance was increased.

176. **The IRP recommends that the current practice of paying a second SRA to a Member at 50% is discontinued. In its place a clarification should be inserted into the Allowances scheme that states that no Member is able to be paid more than 1 SRA regardless of the number of remunerated posts they may hold with the exception of the additional SRAs paid under the 2011 GMCA Order.**

The Co-optees' Allowance

177. The 2000 Local Government Act permits Councils to appoint non-elected persons to be Members of their committees; normally they are appointed for having an independent perspective, such a co-opted Member of Standards or bring a particular expertise to a Committee, such as a co-opted Member on Audit who has particular financial knowledge and expertise. Co-opted Members do not have the right to vote.

178. Currently, the allowances scheme pays an annual Co-optees' Allowance as follows:⁸

- Co-optees on Standards Committee (5): £834
- Other Co-optees (6): £1,247

179. The Co-optees' Allowance is difficult to benchmark as not all Councils pay such an allowance. However, the levels payable in Trafford appear to be at the upper end of the comparative spectrum, with Stockport paying all Co-optees £322 per year, Salford paying all co-opted Members £427 per year with Manchester paying all their co-optees £993 and for those attend a Standards Hearing Panel £178 per meeting, with Wigan paying £1,255 per year to all Co-optees.

180. Nonetheless, the IRP received no evidence suggest the Co-optees' Allowances required revision. Therefore, **the IRP is recommending no change to the Co-optees' Allowances.**

The Dependants' Carers' Allowance (DCA)

181. The 2003 Regulations give specific authority for Members to claim an allowance for care of any dependants they may have while undertaking approved duties (that are defined by statute). It was specifically introduced to enable a wider range of Members to stand and be on Council. It is known as the Dependants' Carers' Allowance (DCA). The DCA is now also commonplace across all English Councils.

182. The Council has provision for a DCA in its allowances scheme that simply states that it is payable up to a maximum £89 per week regardless of the type of care required. It is only payable on the production of receipts and it cannot be claimed where the carer is part of a Member's household.

183. The IRP noted that the DCA is rarely if ever claimed. In fact a number of interviewees were not aware such an allowance was available. The IRP understands that there may be reluctance on the part of some eligible Members to claim the DCA as it appears as a published expense against a Members' name in the annual statutory publication of remuneration and reimbursements received by each Member. The IRP takes this opportunity to point out that this allowance was given recognition in statute and is specifically designed to reduce a potential barrier

⁸ It is noted that the 5 Co-optees allotted to the Children and Young People's Scrutiny Committee are currently vacant but the IRP has maintained the provision nonetheless.

to being an elected Member for those with caring responsibilities. The IRP suggests that if it is known that a Member has caring responsibilities then the DCA is specifically brought to their attention. It should be also pointed out that the approved duties for which this allowance may be claimed is governed by statute.

184. Regardless, the IRP received almost universal support in the representation received to maintain this allowance on the principle that it helped reduce a barrier to public service from traditionally underrepresented sections of the population. Moreover, all the GM Councils now make the DCA available.
185. The IRP supports the continuation of the DCA although it concluded that some amendments and clarifications were required. The DCA is in need of an update to recognise more realistic costs of care and to distinguish the different costs associated with different types of care.
186. **The IRP recommends that the DCA is maintained but there are two types of care identified to be paid at the following maximum rates:**
- **Child care:** maximum hourly rate paid at real living wage (currently £10.90)
 - **Elderly/disabled care:** maximum rate paid at the hourly rate charged by Trafford Council Social Services Department for a Home Carer
187. **The IRP also recommends that the current annual cap of £89 per week be discontinued and replaced by a cap of a maximum of 20 hours per week claimable. Also, all claims should continue to be to be receipted. Claims can be made where a carer is an informal babysitter as long as receipts are provided and they are not a member of the claimants household.**

Travel and Subsistence Allowances - Within the Council

188. Currently the Basic Allowance is deemed (with one exception) to include all travel and subsistence expenses incurred by Members while carrying out council related duties within the Council area, although this is not reflected in Schedule 2 of the scheme.
189. There was general agreement in the representation received that this is appropriate. The additional travel and subsistence expenses incurred by Members for undertaking in-Council, approved duties are so marginal that there is no justification to pay it, particularly considering the cost in Officer time that would be incurred in administering claims-based in-Council travel and subsistence allowances. Moreover, the logic of paying in-authority travel and subsistence allowances is less applicable now the Basic Allowance and SRA are not insignificant amounts. Moreover, it is common practice across the other GM Councils and indeed all urban councils to include all within authority travel and subsistence expenses in the Basic Allowance. The IRP agrees that situation should continue with two exceptions (see below).

190. **The IRP recommends that the Basic Allowance continues to be deemed inclusive of all in-Council travel and subsistence costs and that Schedule 2 of the allowances scheme is amended to reflect this situation.**

The Planning Development Control Travel Allowance - Within the Council

191. Members of the Planning & Development Management Committee are an exception to receiving no allowance for within authority travel. Each Member of the Committee receives a Planning Development Control Allowance of £423 per year. This travel allowance is to recognise that Members of the Planning & Development Management Committee are expected to undertake relevant site visits in their own time and as such travel costs are incurred that go beyond what is typical. It is paid as an annual sum to save on administration costs.
192. The IRP received no representation or evidence to change this approach but it did note that the annual sum was relatively minor, working out to be £35.25 per month. The IRP decided to uplift this to £40 per month or £480 per year.
193. **The IRP recommends that the Planning Development Control Travel Allowance is maintained and reset at £480 per year.**

Claiming Travel - Within the Council where there is a medical reason

194. One issue raised with the IRP was that where a Member had a medical reason, such as having a disability, to take a taxi to attend approved duties within the Council area which meant that a Member was incurring an in-authority travel expense that was more than marginal.
195. The IRP notes that in many local authorities where Members are not able to claim in-authority travel allowances, they make an exception where a Member has to attend an in-authority approved duty by taxi where they have a medical reason and are not able to drive or use public transport. The IRP also notes that disabilities legislation requires the Council to support any disabled Member to fulfil their roles.
196. **The IRP recommends that schedule 2 of the allowances scheme should be clarified to permit that where a Member is unable to attend an in-authority approved duty by car or public transport for medical reasons then they are exempt from the general prohibition by Members to claim in-authority travel allowances. In this case, they are able to claim travel expenses for attending in-authority approved duties if they have to travel by taxi.**

Subsistence Allowances - Outwith the Council

197. The scheme contains provision for Members to claim subsistence allowances when attending an approved duty outwith the Council. This is only appropriate as Members carrying out duties on behalf of the Council that go beyond the boundaries of Trafford should not be expected to pay for their own subsistence; it is normal practice in the public sector.

in some of the rates payable. The principal omission is that the mileage rates do not include the full range of HMRC rates and there is some inconsistency in the published rates. The scheme should also provide clarification that if a Member is claiming mileage by travel via a hybrid or electric vehicle then the normal HMRC mileage rates applies as clarified by the Office for Low Emission Vehicles.

- 205. The travel allowances scheme is not clear that the expectation should be that where possible all travel should be undertaken by public transport at standard rates and pre-booked through Democratic Services. Travel by vehicle should only be undertaken when no other means of travel is available or it is more cost effective to do so.
- 206. **The IRP recommends that schedule 2 of the allowances scheme is clarified to state that where a Member is required to attend an approved duty outwith the Council then it is expected that where possible travel should be on public transport at standards rates and should be pre-booked through Democratic Services. If travel by public transport is not possible or cost effective then the applicable mileage rates are applicable:**

Mode of Travel	First 10,000 business miles in the tax year	Each business mile over 10,000 miles in the tax year
Cars and vans (including Hybrid or Electric vehicles)	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Passenger payments – cars and vans

5p per passenger per business mile for carrying fellow Member or Council employee in a car or van (including hybrid/electric vehicles) up to a maximum of 5 passengers

Indexation

- 207. The 2003 Regulations (10 (4) permit “for an annual adjustment of allowances by reference to such index as may be specified by the authority” The 2003 Regulations 21 (1) (e) also require IRPs to make recommendations

as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;

- 208. There was overwhelming support in the representation received that the allowances continue to be indexed. Typically uplifting the allowances by an annual cost of living

index means that they do not lose relative value which in turn requires substantial periodic uplifts just to maintain their relative value. Moreover, the indexation of allowances is in place in almost all of the other GM Councils.

209. The main index that has historically been utilised by Trafford Council (and most other Councils) is the annual percentage increase in the salary of staff as agreed each year by the National Council for Local Government Staff, known as the NJC index. It has the advantage of being nationally agreed and ensures that Members and Officers are treated equally each year in their annual cost of living remuneration increase. The IRP received no evidence to change past practice.

210. **The IRP recommends that the following indices are applied to the allowances paid to Members and appointees of Trafford Council:**

- **Basic Allowance, SRAs (including those paid in accordance with the GMCA 2011 Order), Co-optees' and Subsistence Allowances:**
 - Indexed to the annual percentage salary increase for local government staff (*at spinal column point 43*) as agreed each year by the National Joint Council for Local Government Services and applicable to the same year it applies to Officers but with an implementation date from the start of the municipal rather than financial year.
- **Mileage Allowance (Outwith only):**
 - Members' mileage allowances rates indexed to HMRC Approved Mileage Allowance Payment rates.
- **The Dependants' Carers' Allowance:**
 - **Child care:** maximum hourly rate indexed to the real living wage
 - **Elderly/disabled care:** maximum rate indexed to the hourly rate charged by Trafford Council Social Services Department for a Home Carer

211. **The IRP also recommends that indexation should run for four years (2023-2027), which is the maximum length of time permitted by the 2003 Regulations. For authority for indexation to be extended beyond the fourth anniversary of the establishment of the new scheme of allowances the Council is required to first seek advice from the IRP.**

Implementation

212. **The IRP recommends that the recommendations contained in this report are adopted from the 1st April 2023.**

APPENDIX ONE - Information reviewed by the IRP

1. IRP terms of reference
2. Review of Members' Allowances for Trafford Council, IRP Report May 2007
3. Extract from Council minutes relating to Council decision regarding recommendations of IRP Report May 2007, 23 May 2007
4. Review of Members' Allowances for Trafford Council, IRP Report September 2014
5. Extract from Council minutes relating to Council decision regarding recommendations of IRP Report September 2014, 17 September 2014
6. Review of Members' Allowances for Trafford Council, IRP Report July 2018
7. Extract from Council minutes relating to Council decision regarding recommendations of IRP Report July 2018, 25 July 2018
8. Trafford Council Members' Allowances Scheme, 2022/23
9. Trafford Council statutory publication of allowances & expenses paid under the allowances scheme 2021/22
10. Terms of Reference for Council, Committees, Panels, etc.
11. Schedule of Council, Committee, Panel, etc., Meetings 2022/23
12. Membership of Cabinet, Committees, Panels, political makeup of the Council, etc.
13. Executive Member role profiles
14. Consultation of elected Members on Trafford Council Members' Allowances Scheme – feedback from Members based on short questionnaire sent out to all Members – 26 responses received
15. New Council Constitutions: Guidance on Regulation for Local Authority Allowances, May 2006 (extract)
16. Benchmarking data - BM1-4 - allowances paid across the Greater Manchester Councils 2022/23
17. Hard copies of allowances schemes (2021/22) from the councils included in the benchmarking group
18. Statutory Instrument 2003 No. 1021, The Local Authorities (Members' Allowances) (England) Regulations 2003
19. National Joint Council for local government services, Local Government Services' Pay Agreement 2022/23, 1 November 2022, Page 3 – shows

4.04% increase at SCP 43

20. Office for Low Emissions Vehicles, Ultra Low Emission Vehicles Tax Benefits, 2018
21. National Census of Local Authority Councillors 2018 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 21 October 2019.
22. Annual Survey of Hours and Earnings (ASHE), Average weekly earnings (excluding overtime) all full time employees, Trafford Council area, (work geography), Table 7.2a, October 2022
23. Greater Manchester Allowances – report approved by the Leaders at the Combined Authority meeting on 16 December 2022 asking Trafford and the other GM councils to agree to make pay SRAs to Members appointed to the GMCA Overview & Scrutiny Committee and to formally adopt the decision to enable the Council to make the payments to Scrutiny members.
24. PowerPoint training presentation by IRP Chair, Reviewing Allowances: Context and the Trafford Remuneration Model – Patterns, Issues and Options

APPENDIX TWO - Member Interviewees**Members and Appointees who met the IRP (31st January – 1st February 2023)**

1. Cllr D. Acton: Chair of Scrutiny Committee (Labour)
2. Cllr J. Axford: Labour Member
3. Cllr L. Blackburn: Leader of Main (Conservative) Opposition Group, Shadow Executive Member for Children's Services, Shadow Lead for Education and Vice Chair of Children & Young People's Scrutiny Committee
4. Cllr D. Chalkin: Deputy Leader of Conservative Group, Shadow Executive Member for Climate Change & Transport Strategy plus Housing & Neighbourhoods, Opposition Spokesperson for Employment Committee plus Planning & Development Committee
5. Cllr W. Frass: Liberal Democrat Member
6. Cllr C. Hynes: Deputy Leader of the Council (Labour) & Executive Member for Children's Services
7. Cllr D. Jarman: Chair of Licensing Committee (Labour)
8. Cllr J. Lloyd: Vice Chair of Accounts & Audit Committee (Labour)
9. Cllr J. Newgrosh: Leader of Minority Opposition Group (Liberal Democrat)
10. Cllr K. Proctor: Chair of Standards Committee (Labour)
11. Cllr T. Ross: Leader of the Council and Labour Group and GMCA Member
12. Cllr S. Thomas: Vice Chair of Licensing Committee (Labour)
13. Cllr M. Welton: Deputy Leader Green Group
14. Cllr M. Whetton: Chair of Health Scrutiny Committee (Conservative)
15. Cllr A. Williams: Executive Member for Climate Change & Transport
16. Cllr B. Winstanley: Vice Chair Planning & Development Committee (Labour)

APPENDIX THREE - Officer Briefings

John Addison:	Governance Manager & Statutory Scrutiny Officer
Ian Cockill:	Senior Governance Officer
Dominique Sykes:	Director of Legal & Governance & Monitoring Officer
Sara Todd:	Chief Executive

APPENDIX FOUR – Benchmarking Allowances paid across the Greater Manchester Councils

BM1 Trafford Council BM Group - Other GM Mets: BA + Exec + Scrutiny SRAs (22/23)										
Comparator Council	Basic Allowance	Leader or Elected Mayor	Leader or Elected Mayor GMCA SRA	Leader Total	Deputy Leader	Executive Members	Assistant or Deputy Execs	Chairs or Lead Scrutiny	V/Chairs Scrutiny	Chairs Scrutiny Subs/WGs
Bolton	£11,644	£31,294		£42,938	£18,775	£7,140		£5,100		
Bury	£10,791	£32,373	£6,000	£49,164	£19,424	£14,568	£2,185	£8,093		
Manchester	£18,841	£47,016		£65,857	£19,775	£19,775	£7,913	£11,877		
Oldham*	£10,151	£30,453	£6,089	£46,693	£21,317	£18,272	£7,613	£9,135		
Rochdale	£11,172	£33,516	£5,879	£50,567	£16,758	£15,082	£3,016	£8,379		
Salford*	£12,012	£59,817		£71,829	£24,930	£15,932	£11,626	£9,432	£3,141	
Stockport	£10,717	£32,151		£42,868	£17,683	£16,075		£6,430		£1,286
Tameside	£14,712	£39,588		£54,300	£25,812	£22,081	£9,176	£10,526	£3,509	£2,601
Wigan	£13,920	£42,500	£10,237	£66,657	£27,147	£18,818	£6,210	£8,364		
Trafford*	£7,061	£28,246	£10,432	£45,739	£19,770	£14,122	£7,060	£8,473	£4,236	
Mean	£12,102	£37,695	£7,727	£53,661	£21,139	£16,187	£6,850	£8,581	£3,629	
Median	£11,408	£32,945	£6,089	£49,866	£19,773	£16,004	£7,337	£8,426	£3,509	
Highest	£18,841	£59,817	£10,432	£71,829	£27,147	£22,081	£11,626	£11,877	£4,236	
Lowest	£7,061	£28,246	£5,879	£42,868	£16,758	£7,140	£2,185	£5,100	£3,141	
Mean Ratios	Leader = 3.1 X BA	100%			56%	43%	42%	23%	42%	
Trafford Ratios	4				70%	50%	50%	30%	50%	

* Oldham + Salford has 2 Deputy Leaders/Mayors

BM2 Trafford BM Group Other GM Mets : Regulatory SRAs (22/23)										
Comparator Council	Chair of Planning	V/Chair of Planning	Chair of Licensing	V/Chair Licensing	Chairs Liquor Licensing Panels/Subs	Mbrs Licensing	Chair of Audit &/or Governance	V/Chair Audit	Chair Standards	Chair Employment
Bolton	£8,177	£2,813	£7,740	£2,521						
Bury	£8,093		£8,093				£8,093			
Manchester	£11,877	£3,961	£11,877	£3,961		£596				
Oldham	£9,135		£9,135						£709	
Rochdale	£11,172		Inc in Planning				£8,379			£8,379
Salford	£9,432	£3,141	£9,432	£3,141			£9,432	£3,141		
Stockport	£8,038		£4,823		£3,858		£3,858			
Tameside	£10,526	£3,509	£6,809	£2,536	£6,809		£10,526	£3,509	£6,809	
Wigan	£12,543	£3,265	£15,491	£3,873			£8,364			
Trafford	£11,298	£4,236	£11,298	£4,236	£3,591		£8,473	£4,236	£2,496	£8,473
Mean	£10,029	£3,488	£9,411	£3,378	£4,753		£8,161	£3,629	£3,338	
Median	£9,979	£3,387	£9,135	£3,507	£3,858		£8,379	£3,509	£2,496	
Highest	£12,543	£4,236	£15,491	£4,236	£6,809		£10,526	£4,236	£6,809	
Lowest	£8,038	£2,813	£4,823	£2,521	£3,591		£3,858	£3,141	£709	
Mean Ratios Leaders' or Chairs' SRA	27%	35%	25%	36%	51%		22%	44%	9%	
Trafford Ratios	40%	37%	40%	37%	32%		30%	50%	9%	

BM3 Trafford BM Group - Other GM Mets: Opposition, Group & Other SRAs (22/23)								
Comparator Council	Main Opposition Leader	Main Opposition Deputy Leader	Opposition Lead or Shadow Exec	Other Opposition Group Leaders	Other Opposition Group Deputy Leaders	Area Chairs	> 1 SRA Paid	Other Political/Group SRAs
Bolton	£10,555	£6,333		£2,940			No	Chair Bolton Cares £8,050, Bolton at Home £5,500
Bury	£10,683	£4,273		£2,671	£1,870		No	
Manchester	£11,877	£4,752		£4,752			No	Opposition Lead Mbr Finance £1,188, City Centre Spokesperson + Member on Fostering Panel £7,913, Member on Adoption Panel £6,372. Members of Licensing only paid if attend >12 meetings
Oldham	£15,227	£6,091	£3,045			£1,257 - £6,396	No	2 Joint Opposition Leaders + Opposition Deputy Leaders
Rochdale	£11,731			£1,676		£8,379	No	Member Adoption + Fostering Panels £1,676
Salford	£9,432			£9,432			No	Opposition Group Leaders SRA only payable with 3 Members
Stockport	£9,645			£1,101 + £330 p/Mbr		£4,823	No	
Tameside	£12,381			£2,536		£10,526	No	Chair Council Business £12,381, Dep Chairs Licensing Subs £2,536, Dep Area Chairs £3,509, Dep Chair Standards £2,536, Member Standards £1,665 + if attend .5 Standards Hearings £100 p/meeting
Wigan	£5,641	£50 p/Member if > 15 Members		£5,641			No	
Trafford	£14,122	£2,823	£2,823	£2,823			Yes 2nd SRA paid @ 50%	Lead Member Education £8,473, Shadow Lead Education £1,729, Shadow Dep Exec Mbrs £1,410 (Only paid if 25% of Council Member inc. Main Opposition Leader) Opposition Spokespersons (Planning & Licensing) £2,823, V/Chair Employment £4,236, Social Services Visits £664, Planning Travel £423
Mean	£11,129	£4,854		£4,059		£7,909		
Median	£11,207	£4,752		£2,882		£8,379		
Highest	£15,227	£6,333		£9,432		£10,526		
Lowest	£5,641	£2,823		£1,676		£4,823		
Mean Ratios to Leaders' SRA	30%	44%		11%		21%		
Trafford Ratios	50%	20%	20%	10%				

Page 159

