

Public Document Pack



TRAFFORD COUNCIL

Tuesday, 11 July 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, 19 JULY 2023, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

- | | Pages |
|--|--------------|
| 1. Minutes | |
| To approve as a correct record the Minutes of the Annual Meeting of the Council held on 24 May 2023, for signature by the Mayor as Chair of the Council. | 1 - 14 |
| 2. Announcements | |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairs of Scrutiny Committees and the Head of Paid Service. | |
| 3. Questions By Members | |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairs of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. | |
| 4. Membership of Committees | |
| To note that Councillor Holden was appointed to replace Councillor Whetton as a Member and Vice-Chair of Scrutiny Committee, with effect from 28 May 2023. | |

5. The Bee Network Committee - Improving Greater Manchester's Transport Governance

To consider a report of the Director of Legal and Governance and Monitoring Officer. 15 - 36

6. Accounts and Audit Committee Annual Report to Council 2022/23

To note a report of the 2022/23 Chair and Vice-Chair of the Accounts and Audit Committee which was referred from the Accounts and Audit Committee meeting held on 21 June 2023. 37 - 56

7. Year End Corporate Report on Health, Safety and Wellbeing - 1 April 2022 to 31 March 2023

To note a report of the Deputy Leader of the Council and Executive Member for Leisure, Arts, Culture & Heritage. 57 - 72

8. Motions

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

(a) Motion Submitted by the Conservative Group - To Oppose Day Crewing Plans at Sale Fire Station

- Greater Manchester Fire and Rescue Service (GMFRS) is proposing to move Sale fire station from a wholetime model to a day crewing model, which means that crews would provide an immediate response during station hours (8.30am to 6pm) and up to a four-minute delayed response during on-call hours (6pm to 8.30am).
- GMFRS claims that this proposal would save £340,000 per year and allow them to invest in other priority areas.
- Sale fire station has low incident levels, with the third-lowest number of night-time life risk incidents and the third-lowest total incidents at night-time in the last three years.
- However, Sale fire station is strategically placed to cover a central area of the Trafford borough and extending to Urmston, Flixton and Partington.
- Sale fire station also serves as a backup for other fire stations in Trafford and neighbouring boroughs in case of emergencies or major incidents.
- The average response time in Sale would increase by 1 minute 10 seconds (from 7 minutes 45 seconds to 8 minutes 55 seconds) and the overall response time across Trafford borough would increase by 20 seconds (from 7 minutes 43 seconds to 8 minutes 3 seconds) if the proposal is implemented.

continued ...

- The ongoing changes to highways to reduce speed limits and accommodate cyclists will add to response times which have not been factored in.
- These increased response times could have serious consequences for public safety, especially for vulnerable groups such as elderly people, children, people with disabilities, or people living in high-rise buildings.

We believe:

- The proposal to move Sale fire station to a day crewing model is a biased preferred option consultation, that has failed to take into consideration the residents of Partington. Conservatives see this as unacceptable. Basing the proposal on data from the past three Covid years is incomparable with any other years.
- The proposal offers little or no data on the assumption of being able to attend the station from the fire fighters' home within 4 minutes or how this will be monitored.
- The consultation does not do enough ensure those most affected have their say, Sale's residents and businesses deserve better.
- The proposal flies in the face of the promise made by Greater Manchester Mayor, Andy Burnham to avoid cuts to frontline services in Greater Manchester despite raising the precept tax on residents.

Resolve:

- We the Conservative group of Trafford Council, therefore, ask the Labour administration to write to the Greater Manchester Mayor Andy Burnham to uphold his commitment not to cut services and leave residents of Sale at risk from delays to response times, making it clear we reject in full GMFRS's proposal to move Sale fire station to a day crewing model.

(b) **Motion Submitted by the Liberal Democrats Group - The Impact of Voter ID Laws on Democracy in Trafford**

This Council notes that:

The 2023 local elections were the first to be held under the regulations imposed by the Elections Act 2022, which required electors to present Photo ID when voting in person.

Many Elected Members experienced upset, angry and frustrated voters who were unable to cast a vote on Polling Day because they could not locate the right Photo ID, or because the ID they had was invalid.

continued ...

The Government originally claimed Voter ID Certificates would minimize any negative impact on turnout which the introduction of Voter ID might have.

In April, the Prime Minister said: "our elections should have some form of identification so that we can make sure they are high-integrity processes."

However, this Council further notes:

In May, the Conservative ex-Business Secretary, Jacob Rees-Mogg said: "Parties that try and gerrymander end up finding their clever scheme comes back to bite them, as, dare I say, we found by insisting on voter ID for elections".

Across England, the place with the highest rate of voters being turned away was Knowsley, the third-most deprived area in England.

Meanwhile South Oxfordshire, with very low indices of multiple deprivation saw the lowest rate for voters being turned away.

The Government's own research identified that 2 million people, eligible to vote in England, Scotland and Wales, do not have permissible forms of Photo ID. Yet just prior to the 2023 Local Elections, the number of voters without ID who had successfully obtained a Voter ID Certificate was just 4%.

This Council recognizes that:

The current Government's intention was not to secure the integrity of in-person voting, but was instead an attempt to tilt the system in their party's favour.

The data from organisations like Democracy Volunteers reveals women were disproportionately affected, in part because women are more likely to have changed their name as a result of marital status, and thus not have ID that matches the Electoral Roll. This drives up inequality in access to voting.

The data from across England confirms that the more deprived areas were more negatively affected by being unable to vote, also driving an inequality in access to voting.

It is likely that the national picture is replicated in Trafford, with more deprived areas more negatively affected by being unable to vote.

Given that one of the three aims in the Council's 'Corporate Plan' is tackling inequalities arising from poverty, the unequal access to voting between affluent and deprived areas of the borough needs to be tackled.

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This Council, therefore, resolves to:

Be transparent about the difference in voters turned away in more deprived areas, compared to more affluent parts of the Borough, by publishing the number of voters turned away for not having the right Photo ID in each individual Polling District for the elections held in 2023 and for future elections held in Trafford.

(c) **Motion Submitted by the Liberal Democrats Group - Tackling Damp and Mould in Trafford's Social Housing**

As a council, we must lead from the front to ensure our residents benefit from safe and secure housing. As such, this Council must ensure that housing stock is maintained to the highest quality. This is especially the case for socially rented properties. Many housing association properties in Trafford are affected by damp and mould. Poor living conditions are a major risk to the health and wellbeing of some of the most vulnerable people in society, especially children and the health impacts, both physical and mental, of living with damp and mould can be devastating.

Therefore, this Council acknowledges:

- The tragic death of the two-year old Awaab Ishak as a result of chronic exposure to mould within his family's one-bedroom flat in Rochdale.
- The failure of Rochdale Boroughwide Housing to maintain the property and fix the mould issue that led to Awaab's death.
- That there is no room for complacency. Without serious action to tackle damp and mould, a tragic case like this could happen in Trafford.
- The subsequent letter written by the Secretary of State for Levelling Up, Housing and Communities to council leaders and social housing providers stating that damp and mould complaints must be handled "with sufficient seriousness".
- The creation of, and subsequent transfer of housing stock to, Housing Associations does not render local authorities powerless to improve the lives of tenants.
- That under the Housing Act 2004, Trafford has a legal duty to review housing conditions in their district, identify actions required to remedy 'category 1 hazards' and then - to quote legislation - "they must take the appropriate enforcement action in relation to the hazard".

continued ...

- That under the Environmental Protection Act 1990, mould is designated as a 'category 1 hazard', meaning that local authorities can serve hazard awareness and improvement notices and can also take other emergency action, where housing associations are falling short.

Therefore, this Council resolves to ask all housing associations with properties in Trafford to:

- Ensure they prioritise damp and mould complaints and resolve them without delay.
- Identify and prioritise vulnerable tenants dealing with damp and mould issues - particularly the very young, the very old and those with chronic lung conditions.
- Prioritise these vulnerable tenants by actioning repairs to areas of their homes that can prevent damp and mould. For example, clearing guttering, sealing windows, replacing faulty extraction fans in bathrooms and kitchens as well as providing cavity wall insulation.
- Conduct a full damp and mould survey of properties in Trafford and provide an action plan for reparatory works.
- Provide tenants with actionable guidance for preventing damp and mould, beyond advice to simply 'wipe it off'. This work should be amplified by the council's communications team.
- Provide specific training to call handlers on how to advise tenants telephoning or emailing about their damp and mould problems.
- Inform all tenants on the process for raising and tracking a damp or mould complaint.
- Ensure all councillors are given the opportunity to attend regular inspection walkabouts with housing officers.

This Council further resolves to:

- Work constructively with housing associations to deliver meaningful improvements for social housing tenants, too many of whom are left without proper protection or recourse when they encounter a damp or mould issue.
- Where progress is too slow, to use powers including but not limited to hazard awareness notices and hazard improvement notices to ensure that damp and mould complaints are treated with the urgency they are due.

continued ...

- To ask the Leader of the Council to write to all housing associations outlining the above resolutions and stating this council's strongly held view that nobody should have to live in a damp, cold or unsafe home.

(d) **Motion Submitted by the Labour Group - The Problems With Leasehold and Rejuvenating Commonhold**

This Council notes that:

- There are an estimated 4.86 million leasehold dwellings in England. This equates to 20% of the English housing stock. There are around 235,000 leasehold properties in Wales. This equates to 16% of all properties in Wales.
- There can be significant problems with leasehold including escalating ground rents, expensive service charges, the cost of getting consents, that a lease is a wasting asset, and lack of control over the management of the building.
- First introduced in England and Wales in 2002, commonhold is an alternative to leasehold ownership of flats, and other properties that share communal areas or services. Commonhold is the norm in many other countries.
- Fewer than 20 commonhold developments have been established since the commonhold legislation came into force. Flats in England and Wales continue to be owned almost universally on a leasehold basis.

This Council believes that:

- Leaseholders have been let down by the Government which promised in its 2019 manifesto to ban the sale of new leasehold homes, and by the Secretary of State for Levelling Up, Communities and Housing who called leasehold a "feudal" system and promised to abolish it.
- Commonhold is a better system, in need of rejuvenation. Government needs to enact the Law Commission's recommendations on enfranchisement of leasehold, reinvigorating commonhold and the right to manage.

This Councils resolves:

- To write to the Secretary of State for Levelling Up, Communities and Housing requesting that the Government fulfils its pledge to end the sale of leasehold for new properties and implement the recommendation of the Law Commission in relation to

continued ...

leaseholder enfranchisement, reinvigorating commonhold and the right to manage.

- To seek to promote commonhold in new developments where possible.

(e) Motion Submitted by the Labour Group - Raw Sewage Discharges

In 2011 the Environment Agency reported that our rivers were cleaner than at any time since the Industrial Revolution.

In March this year the same agency noted that there were more than 300,000 raw sewage discharges into rivers and coastal areas in 2022, lasting for more than 1.75 million hours.

In the same period our local water company, 'United Utilities', was responsible for 69,245 of those sewage discharges lasting for 425,491 hours.

In Trafford alone raw sewage was discharged into our waterways 1,912 times lasting for 9,295 hours.

These 9,295 hours of raw sewage went into the waterways alongside which we Trafford residents walk, cycle and ride and in which our families go boating, fishing and paddling.

Raw sewage in open waters has been shown to increase the risk of diseases such as hepatitis and Weil's disease.

The deterioration in the quality of our water is so apparent that it is evidenced not only by Environment Agency data but by the observations of Trafford residents who have noted the rise in unpleasant odours and visible pollution in the water.

The sewage discharge data, provided by the water companies themselves, demonstrates that not a single discharge in 2022 resulted from exceptional circumstances - rainfall or storms – but due to a lack of treatment and investment by the same water companies.

Yet since 1989, they have paid out £72 billion in dividends to shareholders and bonuses of millions of pounds to executives while accruing industry wide debts of £60 billion and inflicting a 40% real terms price increase on ordinary people. So much value has been extracted from the sector that one of the largest companies is currently failing under its huge level of debt and there are forecasts of future huge price rises across the country, including Trafford, to make up for decades of lack of investment.

continued ...

This situation is unfair and unsustainable – ordinary people are paying ever higher prices for the privilege of having raw human sewage dumped in their communities while the industry is allowed to be run for the enrichment of shareholders and executives.

We call upon Central Government to firmly establish the Polluter Pays Principal across the industry - to ensure that the Water Companies operate in the interests of the Public, not shareholders and make meaningful provision for the monitoring of water quality, publish a meaningful strategy with targets for the reduction of sewage discharges, including meaningful economic impact assessments, and provide for meaningful financial penalties in relation to sewage discharges and breaches of monitoring requirements.

(f) **Motion Submitted by the Green Party Group - Daring More Democracy: A Greater Manchester Assembly**

This motion is put forward in the context of the so-called ‘Trailblazer’ Deeper Devolution Deal between the UK Government and the Greater Manchester Combined Authority (GMCA).

Now that we have such an extended deal, which explicitly addresses issues of governance and accountability alongside ‘new levers, functions and responsibilities’ (Department for Levelling Up, Housing and Communities (DLUHC) Policy Paper March), it is the right time to address the democracy implications of devolution for Trafford within the Greater Manchester structures.

Objectives

To replace the Greater Manchester Combined Authority with a new devolved Greater Manchester Authority, which will include a directly-elected assembly. The role and function of the new authority and assembly will be comparable to that of Greater London Authority (GLA) and London Assembly (LA), and will have similar power to scrutinise and challenge decisions made by the mayor. Funding for this more substantial authority and these expanded powers will be made available by central government. Election of the assembly will be by a mixed-member proportional system, similar to that used in London, the exact details of which will be established by a government commission.

Council notes that:

- The population of Greater Manchester is substantial: half that of Norway, over half that of Ireland, and is almost as large as that of Wales.

continued ...

- Although directly elected, the metropolitan mayor is answerable to ten local authority leaders who are not directly elected but appointed as group leader by their own party processes. This creates a clear deficit of democracy. This is not only because of direct election through a First Past the Post (FPTP) system in the local authority but also because of possible post-electoral arrangements affecting the leadership of a given local authority. The ten party-elected leaders cannot be expected to fully represent the range of views of almost three million people. An Assembly such as GLA's will allow for a fuller say for voters.
- The Mayor of Greater Manchester has himself publicly called both for more devolution of powers from Westminster England-wide, and for electoral reform away from FPTP representation.
- The Deeper Devolution Deal brings GMCA closer into alignment with the GLA in questions of powers, responsibilities and priorities – if not in terms of per capita funding – but makes no suggestion for concomitant structural change in relation to representation.
- The GMCA is now in receipt of a single funding settlement.
- GDP per capita across Greater Manchester is approximately half that of Greater London.

Council resolves:

1. That the Council Leader will write to the Permanent Secretary for the Department for Levelling Up, Housing and Communities, calling for:
 - A government commission to establish the exact makeup of a new Greater Manchester Authority and Greater Manchester Assembly, under instruction to use the London Assembly and its mixed-member electoral system as a guiding model. This would include powers given to the Assembly similar to those of the London Assembly, to scrutinise and challenge the mayor's decisions, and (with a supermajority vote) to amend the mayor's budget or to reject strategic decisions.
 - Legislation for the findings of the commission to be put to a legally binding confirmatory referendum across Greater Manchester, which (if successful) would establish the new authority and assembly, replacing the GMCA and existing devolution settlements.
 - Due to the economic imbalance between the two city regions, the legislation would include requirement for central government to provide sufficient annual funding via an increased single funding settlement, so that the GMA has a comparable per-capita budget to the GLA while keeping council tax precepts at a similar rate to those for the GMCA.
2. That the Council Leader will write to leaders of the other nine Greater Manchester councils and to the Mayor of Greater Manchester, asking for them to publicly support this call.

(g) Motion Submitted by the Green Party Group - Support the Climate and Ecology Bill

Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and around the world. The global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with 28% of plants and animals threatened with extinction. In fact, the UK is one of the most nature-depleted countries in the world as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for voters with 66% of people (according to YouGov) expressing they are 'worried about climate change and its effects'. Alongside this, the popularity of Sir David Attenborough's Save Our Wild Isles initiative demonstrates public concern that UK wildlife is being destroyed at terrifying speed.

Climate and Ecology Bill

The Climate and Ecology Bill, a private member's bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.

Based on the latest science, the Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was a goal agreed to at COP15, via the Kunming-Montreal Framework (22 December 2022); and reduce greenhouse gas emissions in line with a fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5C, which was the goal agreed to at COP21, via the Paris Agreement (12 December 2015).

By bridging the gap between the UK Government's current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on the environment; seizing the opportunities of the clean energy transition, including green jobs and reduced energy bills; and boosting the UK's food and energy security.

Trafford Council notes that:

The Climate and Ecology Bill, which has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by 168 cross-party MPs and Peers and 237 local authorities, alongside the support of eminent scientists, such as Sir David King; environmental non-governmental organizations, such as The Wildlife Trusts and CPRE; businesses, such as The Co-operative Bank; and 30,000 members of the public.

continued ...

The Bill would require the UK Government to develop and deliver a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, requiring a plan that considers both together;
2. Reducing emissions in line with 1.5°C, ensure emissions are reduced rapidly, for the best chance of limiting warming to 1.5°C;
3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
6. Ensuring that no-one is left behind, by providing for retraining for people currently working in fossil fuel industries; and
7. Giving people a say in finding a fair way forward through an independent and temporary Climate and Nature Assembly, representative of the UK population, an essential tool for bringing public opinion along with the unprecedented pace of change required.

Trafford Council therefore resolves to:

1. Support the Climate and Ecology Bill;
2. Inform local residents, and local press/media of this decision;
3. Write to Trafford's MPs, Andrew Western, Sir Graham Brady and Mike Kane, to inform them that this motion has been passed, urging them to sign up to support the Climate and Ecology Bill, or thanking them for already doing so;
4. Write to Zero Hour, the organisers of the cross-party campaign for the Climate and Ecology Bill, expressing its support (campaign@zerohour.uk).

Yours sincerely,



SARA TODD
Chief Executive

Membership of the Council

Councillors D.C. O'Sullivan (Mayor), A.M. Whyte (Deputy Mayor), D. Acton, S. Adshead, J.M. Axford, 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, A. New, J.D. Newgrosh, T. O'Brien, 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.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
Tel: 0161 912 1387
Email: ian.cockill@trafford.gov.uk

This Summons was issued on **Tuesday, 11 July 2023** by the Governance Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

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TRAFFORD BOROUGH COUNCIL

24 MAY 2023

PRESENT

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

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

In attendance

Chief Executive	S. Todd
Deputy Chief Executive and Corporate Director of Strategy and Resources	S. Saleh
Corporate Director Adults and Wellbeing	N. Atkinson
Corporate Director of Children's Services	J. McGregor
Corporate Director of Place	R. Roe
Director of Finance and Systems	G. Bentley
Director of Legal and Governance and Monitoring Officer	D. Sykes
Head of Financial Management	D. Muggerridge
Governance Manager	J. Addison
Senior Governance Officer	I. Cockill

APOLOGIES

Apologies for absence were received from Councillors J.M. Axford, J. Brophy, G. Carter, A. New and M. Cordingley.

**Meeting of the Council
24 May 2023**

1. MAYOR AND CHAIR OF COUNCIL

It was proposed, seconded, supported and

RESOLVED: That Councillor Dolores O'Sullivan be and is hereby elected Mayor of the Borough of Trafford for the forthcoming Municipal Year.

The retiring Mayor invested the Mayor with the Chain and Badge of Office and presented her with a bouquet of flowers before Councillor O'Sullivan took the Chair.

**THE WORSHIPFUL THE MAYOR
(COUNCILLOR DOLORES O'SULLIVAN) IN THE CHAIR**

The Mayor returned thanks to the Council for her election and announced that Father Mullarkey of St. John Henry Newman Parish would act as her Chaplain for her mayoral year.

2. APPOINTMENT OF DEPUTY MAYOR AND VICE CHAIR OF COUNCIL

It was proposed, seconded, supported and

RESOLVED: That Councillor Amy Whyte be and is hereby appointed Deputy Mayor of the Borough of Trafford for the ensuing Municipal Year.

The Mayor invested Councillor Whyte with the Chain and Badge of Office and presented her with a bouquet of flowers.

3. APPOINTMENT OF CONSORT

The Mayor announced that Mrs. Joan Smith, would act as her Consort during the ensuing year.

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

4. APPOINTMENT OF DEPUTY CONSORT

The Deputy Mayor informed the Council that Sarah Hooks, would act as her Deputy Consort during the ensuing year.

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

**Meeting of the Council
24 May 2023**

5. VOTE OF THANKS

It was proposed, seconded, supported and

RESOLVED: That the Council hereby place on record their appreciation for the manner in which Councillor Chris Boyes has carried out his duties as Mayor of the Borough of Trafford during his period of office and tender to him their best thanks in that connection. They also express their gratitude to his wife, Mrs. Pamela Boyes for the manner in which she has acted as his Mayoress.

The Mayor presented the retiring Mayor with a replica of the Badge of Office and a framed photograph.

The Mayoress presented the retiring Mayoress with a replica of the Badge of Office and a bouquet of flowers.

The retiring Mayor then responded to the vote of thanks.

6. MINUTES

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

7. RESULTS OF ELECTIONS OF COUNCILLORS

The Returning Officer submitted a report on the results of the Poll held on 4 May 2023 for the respective wards of the Borough.

The Mayor congratulated all those who were successfully elected and welcomed Councillors Bilal Babar, Olly Baskerville, Kaushik Chakraborty, Zak Deakin, Phil Eckersley, Emma Hirst, Simon Lepori, Eve Parker, Rupali Paul, Hannah Spencer, Owain Sutton and Michael Taylor to their first Council Meeting and Councillors Mike Cordingley and Nathan Evans who were returning to the Council having served as Members in the past.

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

8. LEADER OF THE COUNCIL AND EXECUTIVE ARRANGEMENTS

The Director of Legal and Governance and Monitoring Officer submitted a report concerning the election of the Leader of the Council and advising on the appointment of the Executive and a Deputy Leader and also the shadow arrangements that the main opposition group was entitled to.

RESOLVED –

**Meeting of the Council
24 May 2023**

- (1) That Councillor Tom Ross be elected Leader of the Council for a fixed term of office from this date of election to the first Annual Meeting of the Council after his normal day of retirement as a councillor in 2024.
- (2) That the Council notes that the Leader of Council determines that the Executive shall comprise himself plus 9 Councillors.
- (3) That the Council notes that the Leader of the Council appoints the membership of the Executive and a Deputy Leader for the 2023/24 municipal year, as follows:

<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

- (4) That That the membership of the Shadow Executive for the 2023/24 Municipal Year, as set out below, be noted:

<u>Councillor</u>	<u>SHADOW PORTFOLIO</u>
Nathan Evans	Leader of the Opposition
Rupali Paul	Children and Young People
Shengke Zhi	Climate Change
Kaushik Chakraborty	Communities and Safety
Nathan Evans	Economy and Regeneration
Dylan Butt (Deputy Leader)	Finance, Change and Governance
Phil Eckersley	Health and Care
John Holden	Highways, Environmental and Traded Services
Rob Duncan	Housing and Advice
Michael Taylor	Leisure, Arts, Culture and Heritage

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

**Meeting of the Council
24 May 2023**

(6) COUNCIL COMMITTEES

The Director of Legal and Governance submitted a report inviting the Council to agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2023/24 Municipal Year.

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

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

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

RESOLVED –

- (1) That the 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 Council approves the membership of Committees for the 2023/24 Municipal Year, as set out below, including the appointment of each Committee Chair (CH) and Vice-Chair (V-CH) and notes the nominated Opposition Spokesperson (OS), where appropriate:

ACCOUNTS AND AUDIT COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Jill Axford Olly Baskerville Barry Brotherton CH Ged Carter Mike Cordingley Judith Lloyd V-CH	Michael Whetton OS	Jane Brophy	Dan Jerrome

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

**Meeting of the Council
24 May 2023**

EMPLOYMENT COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
David Acton Bilal Babar Joanne Bennett CH Fianna Hornby V-CH Will Jones Amy Whyte	Shengke Zhi OS	Shaun Ennis	Jane Leicester

Substitute Members of Employment Committee:

<i>1 vacancy</i>	<i>1 vacancy</i>	-	-
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LICENSING COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton Sarah Haughey Emma Hirst David Jarman CH Judith Lloyd Adele New Kevin Procter Sophie Taylor Simon Thomas V- CH	John Holden OS Michael Taylor	Jane Brophy Julian Newgrosh	Hannah Spencer Michael Welton

**Meeting of the Council
24 May 2023**

PLANNING DEVELOPMENT CONTROL COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Bilal Babar Mike Cordingley Zak Deakin Waseem Hassan Sue Maitland Tony O'Brien Shirley Procter Laurence Walsh V-CH Barry Winstanley CH	Phil Eckersley OS Michael Taylor	Meena Minnis	Michael Whelton

Substitute Members of the Planning Development Control Committee:

David Acton Jill Axford Kevin Procter Simon Thomas	Nathan Evans	Jane Brophy	Jane Leicester
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STANDARDS COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Shona Gilbert Waseem Hassan Fianna Hornby Adele New Eve Parker Kevin Procter CH Denise Western	Phil Eckersley Shengke Zhi V-CH	Will Frass	Hannah Spencer

Non-Voting Co-optees (5)

2 Parish Representatives: Mr. A. Rudden and 1 *vacancy*
3 Independent Members: Mr. D. Goodman, Mr. C. Griffiths and
Mr. R. Brown

Independent Persons of the Hearing Panel (2)
(under Section 28 of the Localism Act 2011): Ms. N. Jackson and
Mr. M. Whiting

**Meeting of the Council
24 May 2023**

SCRUTINY COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
David Acton CH Jill Axford Ged Carter David Jarman Will Jones Laurence Walsh Barry Winstanley	Michael Whetton V-CH Michael Taylor	Will Frass	Geraldine Coggins

Ex-Officio, Non-Voting Member (2)

Chair of Health Scrutiny Committee – Councillor Dylan Butt
Chair of Children and Young People’s Scrutiny Committee – Councillor
Denise Western

HEALTH SCRUTINY COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Jill Axford Shona Gilbert Ben Hartley Judith Lloyd Sue Maitland Tony O’Brien Sophie Taylor V-CH	Dylan Butt CH Kaushik Chakraborty	Simon Lepori	Jane Leicester

Ex-Officio, Non-Voting Member (2)

Chair of Scrutiny Committee – Councillor David Acton
Chair of Children and Young People’s Scrutiny Committee – Councillor
Denise Western

**Meeting of the Council
24 May 2023**

CHILDREN AND YOUNG PEOPLE'S SCRUTINY COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Joanne Bennett Zak Deakin Sarah Haughey Emma Hirst Eve Parker Shirley Procter Denise Western CH	Rob Duncan V-CH Rupali Paul	Shaun Ennis	Owain Sutton

Ex-Officio, Non-Voting Member (2)

Chair of Scrutiny Committee – Councillor David Acton
Chair of Health Scrutiny Committee – Councillor Dylan Butt

CO-OPTED MEMBERS FOR EDUCATION MATTERS:

Church Representatives (Voting Members) (2)

Church of England: *vacancy*

Roman Catholic: *vacancy*

Parent-Governor Representatives (Voting Members) (3)

Primary: *vacancy*

Secondary: *vacancy*

Special: *vacancy*

Teacher Representatives (Non-Voting Members) (3)

Primary: *vacancy*

Secondary: *vacancy*

Special: *vacancy*

- (4) That the Council approves the terms of reference of the Licensing Sub-Committees and appoints their membership, as follows:

**Meeting of the Council
24 May 2023**

PUBLIC PROTECTION SUB-COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton Sarah Haughey Emma Hirst David Jarman CH Sophie Taylor Simon Thomas V-CH	John Holden OS	Julian Newgrosh	Hannah Spencer

[6 Substitutes: Councillors Judith Lloyd, Adele New, Kevin Procter, Michael Taylor, Jane Brophy and Michael Welton.]

LICENSING SUB-COMMITTEE

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

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

CHAIRS

**ORDER OF
PRIORITY**

Councillors:

David Jarman	1	Chair of Licensing
Simon Thomas	2	Vice-Chair of Licensing
John Holden	3	Opposition Spokesperson
Barry Brotherton	4	Member of Licensing
Sophie Taylor	5	Member of Licensing

SAFETY AT SPORTS GROUNDS SUB-COMMITTEE

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Simon Thomas CH Olly Baskerville V-CH	John Holden	-	-

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

**Meeting of the Council
24 May 2023**

HEALTH AND WELLBEING BOARD

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRATS GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Executive Member for Health and Care	Shadow Executive Member for Health and Care	Jane Brophy	-
Executive Member for Children and Young People			
Executive Member for Communities and Safety			

Officer(s) and External Partners:

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

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

10. APPOINTMENTS TO OUTSIDE AND INDEPENDENT BODIES

The Director of Legal and Governance submitted a report detailing the proposed appointment of representatives to outside and independent bodies relating to the service areas and functions of the Council for the 2023/24 Municipal Year.

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

**Meeting of the Council
24 May 2023**

RESOLVED –

- (1) That approval be given to the appointment of representatives to those outside and independent bodies set out in Appendix 1 to the report.
- (2) That the Council notes the representatives appointed by the Leader of the Council to those outside, independent and Executive bodies set out in Appendix 2 to the report.
- (3) That the Chief Executive, in consultation with the relevant Group Leader(s), be delegated authority to appoint members to any outside body vacancy that remains or arises after this Annual Meeting and to any other bodies to which the Council is required to make appointments (and when such appointments specifically relate to Council functions, to report back to Council on any changes or new appointments so made).
- (4) That the persons named in Appendix 3, to the report, be authorised to sit on the Statutory School Appeals Committee for the 2023/24 Municipal Year and that the Director of Legal and Governance be delegated authority to make changes to this list and to set up School Admission Appeals Committees including the appointment of Chairs.

(8) TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS

The Director of Legal and Governance submitted a report presenting for adoption a timetable of Council and Committee meetings for the ensuing Municipal Year.

RESOLVED: That the timetable of Council and Committee meetings for the 2023/24 Municipal Year be approved.

• **DELEGATED DECISIONS AND URGENT ACTION FOR COMMITTEES**

RESOLVED –

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

**Meeting of the Council
24 May 2023**

13. DELEGATED FUNCTIONS AND AMENDMENTS TO THE CONSTITUTION

The Monitoring Officer submitted a report confirming the 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 and those others identified in the report deemed to be necessary.

RESOLVED –

- (1) That Council notes that Executive functions not covered by the Officers' Scheme of Delegation are delegated by the Leader of the Council as follows:
 - (a) functions are delegated to all individual Executive Members in accordance with the Executive Members' Scheme of Delegation, set out at Appendix 1 to the report;
 - (b) all other functions are delegated to the Executive.
- (2) That the Scheme of Delegation to Officers, as set out in Appendix 2 to the report, be approved.
- (3) That the Director of Legal and Governance be authorised to amend the Constitution of the Council in accordance with and as a consequence of this report and other decisions made by Council at this Annual Meeting.
- (4) That Council notes that further changes may be 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 of the Council and Chief Executive.

14. REPORT ON SPECIAL URGENCY DECISIONS

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Director of Legal and Governance submitted a report detailing Executive Key Decisions which had been taken under Special Urgency provisions set out in Regulation 11, since the previous Annual Meeting held on 25 May 2022.

RESOLVED: That the content of the report be noted.

15. PROTOCOL FOR AMENDMENT TO MOTIONS

The Monitoring Officer and Director of Legal and Governance submitted a report seeking to amend the Council's Constitution with a proposed new formal protocol for Amendments to Motions at Council meetings.

RESOLVED: That the proposed formal protocol for Amendments to Motions, as set out in Appendix 2 to the report, be approved and that the Director of Legal and Governance be authorised, to amend the Constitution of the Council to incorporate the agreed changes.

**Meeting of the Council
24 May 2023**

16. MEMBERS' ALLOWANCES SCHEME - REPORT OF THE INDEPENDENT REMUNERATION PANEL (IRP)

The Director of Legal and Governance and the Monitoring Officer submitted a report advising the Council of the Independent Remuneration Panel's recommendations in respect of the allowances paid to Members and requesting the Council to determine any changes to the Scheme in the light of the recommendations.

RESOLVED –

- (1) That the Council accepts the recommendations of the Independent Remuneration Panel in full, as set out in Appendix 1 to the report.
- (2) That the Governance Manger be authorised to make the necessary amendments to the Council's Members' Allowances Scheme.
- (3) That the Council's thanks be conveyed to the Panel Members for the work undertaken and report produced.

The meeting commenced at 6.03 p.m. and finished at 7.38 p.m.

TRAFFORD COUNCIL

Report to: Council
Date: 19 July 2023
Report for: Decision
Report of: Director of Legal and Governance and Monitoring Officer

Report Title

The Bee Network Committee - Improving Greater Manchester's Transport Governance

Summary

To propose new governance arrangements to enable a more coordinated and integrated approach to transport governance.

Recommendation(s)

- Agree to the establishment of a new joint transport committee (the Bee Network Committee) of the GMCA, the Mayor and the ten Greater Manchester constituent councils.
- Approve the appointment of members to the Bee Network Committee as set out in Appendix 1 and appoint 1 member, preferably the lead member with responsibility for transport and 1 substitute member to the Bee Network Committee.
- Approve the Terms of Reference of the Bee Network Committee as set out in Appendix 2.
- Note the delegation of the functions of the GMCA as set out in the Terms of Reference to the Bee Network Committee and note the delegation of Mayoral functions as set out in the Terms of Reference, attached at Appendix 2.
- Agree the delegation of the functions of the Local Authority Constituent Councils as set out in the terms of Reference, attached at Appendix 2 (which for the avoidance of doubt are the same delegations given to the former Transport Committee).
- Approve the Rules of Procedure for the Bee Network Committee as set out in Appendix 3.

Contact person for access to background papers and further information:

Name:

Extension:

Background Papers:

Council Report 22 May 2019: GM TRANSPORT COMMITTEE – ROLE AND RESPONSIBILITIES

1. Introduction/Background

- 1.1. The creation of Greater Manchester's (GM's) integrated transport system, the Bee Network, will require a more coordinated and integrated approach to transport governance, that places accountability to local people at its heart.
- 1.2. Local control of the GM transport network, and bus franchising in particular, will change the type and number of decisions being made. GM therefore needs to change the make-up of its decision-making bodies so as to ensure GM's new responsibilities are discharged in an effective and transparent way.

2. Current Arrangements

- 2.1. GMCA, the Mayor and the 10 GM Constituent Councils have delegated some of their functions to the GM Transport Committee (GMTC). The functions delegated provide limited opportunities for GMTC to influence strategic decision-making and therefore transport policy. Its role combines elements of both decision-making around relatively minor issues and performance monitoring which is usually considered to be a scrutiny committee function. This has led to a lack of clarity both within and outside of the GM system.

3. Principles for Future Governance

- 3.1. To help shape future governance, seven principles that set out the requirements of any new structures have been identified. They should:
 - Support shared ownership of the transport agenda across GM, informed by local priorities and driven by consensus.
 - Support an integrated approach to policy development to support the delivery of an integrated network.
 - Separate decision-making and policy development from oversight and scrutiny.
 - Strengthen decision-making, scrutiny and local involvement.
 - Be simplified and transparent.
 - Support enhanced member and public engagement.
 - Ensure delegation to officers to enable operational flexibility, as appropriate.

4. The Way Forward

4.1. In alignment with these principles, the proposal is:

- A new, smaller, and more strategically focussed 'Bee Network Committee' (BNC), which would lead transport decision-making at a regional level, taking greater ownership and responsibility for the GM integrated transport network.
- Strengthened local engagement by increasing opportunities for local councillors and members of the public to contribute to and influence transport policy and services in their area.
 - Formal scrutiny of the Bee Network Committee being part of the work programme of the newly strengthened GM Overview & Scrutiny Committee.

4.2. Although the new committee itself would have greater delegated powers, no additional constituent council functions are to be transferred or delegated to the GMCA.

4.3. The GMCA would delegate additional functions that are already conferred on or delegated to it, to TfGM. Such functions would be of a day-to-day operational nature, for example, local bus information, consultation procedures, transport and road safety studies. This will require corresponding amendments to the GMCA constitution which will be included in the annual review of the constitution.

5. The Bee Network Committee (BNC)

5.1. As with the present GMTCC, the BNC would be structured as a joint committee, able to exercise decision-making powers and develop policy on behalf of the CA, the Mayor and constituent councils.

5.2. It is anticipated that the new committee would have no more than 16 members, as set out below:

- GM constituent councils appoint one member each to ten places (expected to be the transport portfolio holder – see below)
- GMCA appoints to one place
- The Mayor
- Additional members appointed by Mayor for political balance (up to a maximum committee size of 16).

- 5.3. The constituent councils would be expected to nominate their cabinet member with transport responsibility to the committee, or another councillor with decision-making responsibility where more appropriate
- 5.4. By bringing together executive members from across the city region, the BNC will be able to take a holistic and integrated view of transport in GM, and can better support and co-ordinate activity across district boundaries e.g. co-ordination of highways management.
- 5.5. Functions of the new committee could include:
- a) Decision-Making – Approving significant changes to transport network operations, and the draw down of funding to invest in transport infrastructure and operations.
 - b) Performance Monitoring – Oversight of the performance and financial sustainability of the transport network, holding transport operators and TfGM to account.
 - c) Policy Development – Developing transport policy to support the delivery of the Local Transport Plan (Greater Manchester 2040 Transport Strategy) and the Greater Manchester Strategy, within the parameters of the budgets set by GMCA.
 - d) Local Coordination – Facilitating coordination between the Constituent Councils to support effective highways management and infrastructure delivery. . For example, oversight of the coordination of road works through the Greater Manchester Road Activity Permit Scheme (GMRAPS):
- 5.6. The GMCA would continue to approve:
- Transport Budgets
 - The Local Transport Plan and any sub-strategies
 - Metrolink and Bus Franchise contract awards
 - TfGM Executive and Non-Executive Appointments

- 5.7. TfGM would make day-to-day operational decisions within agreed parameters and policies.
- 5.8. The TfGM Executive Board would retain responsibility for ensuring TfGM has or develops the organisational capabilities and culture to deliver the transport strategies, policies and interventions of the Transport Authority as directed by the Mayor, the GMCA, GM constituent councils and BNC.

6. Local Arrangements

- 6.1 To further support the new governance arrangements, GM constituent councils are encouraged to constitute a local focus group or committee, such as a Bee Network Working Group or Bee Network Steering Group.
- 6.2 The local entity should be established with the objective of reflecting the principles and objectives detailed in this report and providing a local strategically focussed mechanism to facilitate transport decision-making for the GM integrated transport network by the Bee Committee.
- 6.3 The Council will consider this proposal and, if agreed, shall constitute a local entity which will provide support to the Bee Committee from a Trafford perspective.

7. Strengthened Member and Public Engagement

- 7.1. A key part of these new governance arrangements will be an increased number of opportunities for local councillors and members of the public to influence transport policy and services in their area and better hold TfGM and other agencies to account for the operational performance of the network (e.g. around safety and personal security). These will include:
- Opportunities for local members to inform reviews of the transport network, including regular reviews of the franchised bus network, through direct engagement and consultation.
 - Virtual and in-person drop-ins established for local members to raise issues/concerns directly with TfGM officers.
 - Opportunities for local members to input via Transport Executive Members represented on Bee Network Committee.
 - Opportunities for constituent councils to refer petitions regarding the transport network to the Bee Network Committee, providing they comply with the requirements of that constituent council's petitions scheme.

8. Clear Scrutiny Arrangements

- 8.1. As GM takes on new responsibilities and functions, it is important that scrutiny arrangements are appropriately strong. Under these proposals, the GMCA's single, integrated Overview & Scrutiny Committee will consider transport matters in one place, alongside other policy areas, allowing for integrated consideration of issues. This approach has been highlighted within the Government's recently published English Devolution Accountability Framework as an example of good practice.
- 8.2. The Overview & Scrutiny Committee will scrutinise the decisions of the BNC and will be able to call in Decisions as it feels appropriate. It may also initiate task and finish groups, which can provide greater opportunity to focus on a particular issue.

9. Implementation

- 9.1. The attached draft Terms of Reference (Appendix 2) set out the proposed functions of and delegations to the Bee Network Committee. Appendix 3 sets out a draft of the proposed Rules of Procedure.
- 9.2. The GMCA and the Mayor at the GMCA meeting held on 26th May 2023 approved the new arrangements and the establishment of the Bee Network Committee as set out in the appendices and recommended it on for approval by the GM district councils. Each GM constituent council will need to agree to the establishment of the new Bee Network Committee, approve the proposed terms of reference and rules of procedure and appoint an appropriate representative and substitute to the committee.

Appendix 1

Bee Network Committee – Joint Committee of the Mayor, the GMCA and the Constituent Councils pursuant to the Greater Manchester Combined Authority (Functions and Amendment) Order 2019 (the GM Transport Order)

1. The number of members of the Bee Network Committee shall not exceed 16.
2. Each Constituent Council shall appoint one of their elected members to be a member of Bee Network Committee.
3. Each of the Constituent Councils is expected to appoint their district's executive member with responsibility for transport to be a member of the Bee Network Committee.
4. Each Constituent Council shall appoint one of their elected members to act as substitute member of the Bee Network Committee in the absence of the member appointed in accordance with clause 3 above.
5. The GMCA will appoint one member of the GMCA to be a member of the Bee Network Committee.
6. The GMCA will appoint one member or substitute member of the GMCA to act as substitute member of the Bee Network Committee in the absence of the member appointed in accordance with clause 5 above.
7. The Mayor will be a member of the Bee Network Committee.
8. The Mayor will appoint, one member or one substitute member of the GMCA (insofar as is reasonably practicable) or (if not reasonably practicable) an elected member of one of the constituent councils to act as substitute member of the Bee Network Committee in the Mayor's absence.
9. The Mayor will appoint up to 4 additional members to the Bee Network Committee, from the elected members of the Constituent Councils. The appointments to the Bee Network Committee made by the Mayor under this clause 9 will be made so as to ensure that the members of the Bee Network Committee, taken as a whole, reflect as far as reasonably practicable the balance of political parties for the time being prevailing among the Constituent Councils when taken together. The appointments to the Bee Network Committee made by the Mayor under this clause 9 will reflect the wishes of the relevant political group as to the members to be appointed to any seat on the Bee Network Committee allocated to that political group.
10. The GMCA will appoint elected members of the Constituent Councils to act as substitute members of the Bee Network Committee in the absence of the members appointed in accordance with clause 9 above.

Appendix 2

Bee Network Committee – Terms of Reference

1. Overview

- 1.1 As a joint committee of the ten Greater Manchester district councils ('the Constituent Councils'), the GMCA and the Mayor, the Bee Network Committee brings together the principal transport decision-makers in Greater Manchester, allowing a holistic, integrated view of transport to be taken.
- 1.2 The Bee Network Committee is responsible for overseeing delivery of Greater Manchester Local Transport Plan set by GMCA and within the transport budgets set by the GMCA.
- 1.3 The Committee leads transport decision-making at a city regional level, and is responsible for monitoring the performance of Greater Manchester's transport network, and the performance of Transport for Greater Manchester (TfGM), the local government body responsible for delivering Greater Manchester's transport strategy and commitments.
- 1.4 The Committee has an important role in developing transport policy, and advising and supporting the Constituent Councils, the GMCA and Mayor on specific transport issues.
- 1.5 The Committee also supports shared ownership of the transport agenda across the city region, informed by local priorities and driven by consensus. It facilitates an integrated approach to policy development to support the delivery of Greater Manchester's fully integrated transport system, the 'Bee Network', which will change the way people travel across the city region.
- 1.6 In summary, the four key roles for the Bee Network Committee are:
 - a) Decision-Making – Determining changes to transport network operations as set out in Part 2, and the draw down of funding to invest in transport infrastructure and operations.
 - b) Performance Monitoring – Oversight of the performance and financial sustainability of the transport network, holding transport operators and TfGM to account.
 - c) Policy Development – Developing transport policy to support the delivery of the Local Transport Plan and the Greater Manchester Strategy, within the parameters of the budgets set by GMCA.
 - d) Local Coordination – Facilitating coordination between the Constituent Councils to support effective highways management and infrastructure delivery.

2. Transport functions of the GMCA delegated or referred to the Bee Network Committee

- 2.1 The following transport functions of the GMCA are delegated or (where indicated) referred for the making of recommendations, by the GMCA or, as the case may be, the Mayor to the Bee Network Committee, without prejudice to the GMCA's or, as the case may be, the Mayor's right to discharge such functions directly, and subject to the Bee Network Committee exercising these functions in accordance with any transport policies of the GMCA and the Mayor, the Local Transport Plan and the agreed transport budget and borrowing limits:
 - a) Determining a programme of reviews to inform changes to the transport network;
 - b) Determining any proposed changes to the transport network resulting from the programme of network reviews, subject to compliance with any statutory

requirements. For example, the introduction of new routes, withdrawal of existing routes, or major changes to routes, frequencies or vehicle specifications;

- c) Receiving updates, where appropriate, on other operational changes to the transport network, such as: schedule changes to improve reliability, minor route changes, capacity changes, changes in response to emergency events and planned temporary changes;
 - d) Determining the operation of subsidised bus services in Greater Manchester;
 - e) Determining the operation of the GMCA's accessible transport provision pursuant to Sections 106(1) and 106(2) of the Transport Act 1985;
 - f) Approving the draw down of capital funds to invest in transport infrastructure, services and operations in accordance with the budgets set and the capital programme/s approved by the GMCA;
 - g) Monitoring the performance of Greater Manchester's transport network, including the parts of the network which are not within the control of the Mayor, the GMCA or local authorities such as rail services and the strategic highways network managed by National Highways;
 - h) Monitoring delivery of the Local Transport Plan and other transport policies of the Mayor and the GMCA;
 - i) Monitoring delivery of key transport programme including, but not limited to, the transport capital programme;
 - j) Monitoring and overseeing the activities and performance of TfGM (and where appropriate recommending that the GMCA exercise the power pursuant to Section 15(6) of the Transport Act 1968 to give to TfGM such directions as appear to the Bee Network Committee to be appropriate to secure the observance of the rights of the GMCA);
 - k) Ensuring that TfGM secures the provision of appropriate public passenger transport services pursuant to Section 9A(3) of the Transport Act 1968 and monitoring the operation and performance of these services and initiating appropriate action, including making recommendations to the GMCA and/or the Mayor;
 - l) Ensuring that TfGM implements those actions delegated to it for promoting the economic, social and environmental well-being of Greater Manchester and its residents pursuant to Section 99 of the Local Transport Act 2008;
 - m) Undertaking policy reviews and development, to support the delivery of the Local Transport Plan and the Greater Manchester Strategy, in accordance with any transport policies of the GMCA or Mayor, and the GMCA's agreed transport budget and borrowing limits;
 - n) Reviewing fares, tariffs, charges and concessions functions and making recommendations to the GMCA, in accordance with any transport policies of the GMCA and the Mayor, the Local Transport Plan and the agreed transport budget and borrowing limits;
 - o) Considering proposals by TfGM to promote or oppose any Bill in Parliament pursuant to Section 10(1)(xxix) of the Transport Act 1968 and making recommendations to the GMCA as to whether it should approve such proposals; and
 - p) Promotion of Greater Manchester's transport and travel interests as set by the GMCA and the Mayor.
- 2.2 In respect of functions under section 39(2) and (3) of the Road Traffic Act 1988 ('the road safety function'), which may be exercised concurrently with Constituent Councils, the GMCA delegates to the Bee Network Committee responsibility for:
- a) Producing and developing policies in relation to the road safety function;

- b) Drawing up budgets in relation to the road safety function insofar as it is exercised by the TfGM. Determining the tasks to be carried out in relation to the road safety function by TfGM;
- c) Making recommendations to the GMCA and the Mayor in respect of the development of policies for the promotion and encouragement of safe transport to, from and within its area under s108 Transport Act 2000; and
- d) Monitoring and overseeing the activities and performance of TfGM, in respect of the road safety function.

3. Transport functions of the Constituent Councils delegated directly to the Bee Network Committee

- 3.1 The following transport related functions of the Constituent Councils are delegated directly to the Bee Network Committee subject to the Bee Network Committee exercising these functions in accordance with any policies of the GMCA (as local transport authority), the Local Transport Plan and the terms of the delegation from the Constituent Councils:
- a) Carrying out actions to facilitate the performance by local traffic authorities of their duty to manage their road traffic on their own roads and facilitating the same on other local authorities' roads pursuant to Sections 16 and 17 (except for sub-sections 17 (2) and (3)) of the Traffic Management Act 2004, including in particular –
 - i. establishing processes for identifying things (including future occurrences) which are causing or have the potential to cause road congestion or other disruption to the movement of traffic on the road network;
 - ii. determining specific policies and objectives in relation to strategic roads; and
 - iii. monitoring the effectiveness of traffic authorities in managing their road network.
- 3.2 The delegated functions referred to in paragraph 3.1 enable the Bee Network Committee to coordinate local authority transport responsibilities, where cross border cooperation is required.

Appendix 3
Bee Network Committee
Rules of Procedure

1. Interpretation, Suspension and Variation/Revocation of Rules of Procedure

- 1.1. These Rules shall apply to the Bee Network Committee.
- 1.2. The ruling of the Chair on the interpretation of these Rules in relation to all questions of order and matters arising in debate shall be final.
- 1.3. References in these Rules to the “Chair” mean the member of the Bee Network Committee for the time being presiding at the meeting of the Bee Network Committee. References in these Rules to the “Secretary” means the officer of the GMCA who is appointed to discharge the role of the Secretary to the Bee Network Committee
- 1.4. * Except for those provisions which accord with the provisions of the Local Government Acts (and which are indicated with an asterisk *) any Rule may be suspended at a meeting of the Bee Network Committee with the consent of the majority of the whole number of members of the Bee Network Committee but not otherwise.
- 1.5. * These Rules (except for those Rules marked with asterisk*) may be varied or revoked by a decision of a two-thirds majority of the Bee Network Committee and any motion to vary or revoke any of these Rules shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Bee Network Committee which shall determine the matter having considered a report of the Secretary to the Bee Network Committee on the proposed variation or revocation.

2. Chair

- 2.1. *The Chair of the Bee Network Committee will be appointed annually by the Mayor from among its members and shall, unless they resign, cease to be members of the Bee Network Committee or become disqualified, act until their successor becomes entitled to act as Chair.
- 2.2. The appointment of the Chair, for recommendation to the Mayor, shall be the first business transacted at the Annual Meeting of the Bee Network Committee.

- 2.3. *On a vacancy arising in the office of Chair for whatever reason, the Bee Network Committee shall recommend an appointment to fill the vacancy at the next ordinary meeting of the Bee Network Committee held after the date on which the vacancy occurs, or, if that meeting is held within 14 days after that date, then not later than the next following meeting. The member appointed shall hold such office for the remainder of the year in which such vacancy occurred

3. Meetings

- 3.1. The Annual Meeting of the Bee Network Committee shall be held in June or the month after local elections on a date and at a time determined by the Bee Network Committee.
- 3.2. Ordinary meetings of the Bee Network Committee for the transaction of general business shall be held on such dates and at such times as the Bee Network Committee shall determine
- 3.3. An Extraordinary Meeting of the Bee Network Committee may be called at any time by the Chair

4. Notice of Meetings

- 4.1. At least five clear days before a meeting of the Bee Network Committee:
- a) notice of the time and place of the intended meeting shall be published by the Secretary and posted at Broadhurst House, Oxford Street, Manchester, M1 6EU; and
 - b) a summons to attend the meeting, specifying an agenda for the meeting, shall be sent by electronic email to the usual email address of each member of the Bee Network Committee, or any other email address notified to notified to the Secretary by a member of the Bee Network Committee
- 4.2. Lack of service on a member of the Bee Network Committee of the summons shall not affect the validity of a meeting of the Bee Network Committee
- 4.3. A member of the Bee Network Committee may require a particular item of business, including any motion, which is relevant to the powers of the Bee Network Committee, to be discussed at an ordinary meeting of the Bee Network Committee subject to at least eight clear days' notice of such intention being given to the Secretary in writing, signed by the member concerned and specifying the business to be discussed. The Secretary shall set out in the agenda for each meeting of the Bee Network Committee the items of business requested by members (if any) in the order in which they have been received, unless the member concerned has given prior written notice to the Secretary prior to the issue of the agenda for the meeting, for it to

be withdrawn. If the member concerned is not present at the meeting when an item of which they have given notice comes up for discussion, this item shall, unless the Bee Network Committee decides otherwise, be treated as withdrawn. A member shall not have more than one item of business, or motion, standing in their name to be discussed at any meeting of the Bee Network Committee

- 4.4. No motion by way of notice to rescind any resolution which has been passed within the preceding six months, nor any motion by way of notice to the same effect as any motion which has been negatived within the preceding six months, shall be in order, unless the notice thereof shall have been given in time for inclusion on the agenda for the meeting, in accordance with paragraph 4.3 above, and the notice shall have been signed by four other members in addition to the member who is to propose the motion.
- 4.5. * Except in the case of business required by these Rules to be transacted at a meeting of the Bee Network Committee, and other business brought before the meeting as a matter of urgency, and of which the Secretary shall have prior notice and which the Chair considers should be discussed at the meeting, no business shall be transacted at a meeting of the Bee Network Committee other than that specified in the agenda for the meeting.

5. Chair of Meeting

- 5.1. * At each meeting of the Bee Network Committee the Chair, if present, shall preside
- 5.2. * If the Chair is absent from a meeting of the Bee Network Committee, the Secretary shall invite the members present to elect a member to preside for the duration of the meeting or until such time as the Chair joins the meeting
- 5.3. Any power or function of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting

6. Quorum

- 6.1. * No business shall be transacted at any meeting of the full Bee Network Committee unless at least 6 of the members are present).
- 6.2. If at the time for which a meeting is called, and for 15 minutes thereafter, a quorum is not present, then no meeting shall take place.
- 6.3. If during any meeting of the Bee Network Committee the Chair, after counting the number of members present, declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair. If there is no quorum and the Chair does not fix a time for the reconvened meeting, the

meeting shall stand adjourned to the next ordinary meeting of the Bee Network Committee.

7. Order of Business

7.1. At every meeting of the Bee Network Committee the order of business shall be to select a person to preside if the Chair is absent and thereafter shall be in accordance with the order specified in the agenda for the meeting, except that such order may be varied –

- (a) by the Chair at his/her discretion, or
- (b) on a request agreed to by the Bee Network Committee

7.2. The Chair may bring before the Bee Network Committee at their discretion any matter that they consider appropriate to bring before the Bee Network Committee as a matter of urgency

8. Rules of Debate

Motions

8.1. A Motion (or amendment) shall not be discussed unless it has been proposed and seconded. It shall, if required by the Chair, be put in writing and handed to the Chair, who shall determine whether it is in order before it is further discussed or put to the meeting.

8.2. A member when seconding a Motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate. No member may, except at the discretion of the Chair, address the Bee Network Committee more than once on any Motion. The mover of the original Motion may reply but shall confine such reply to answering previous speakers and shall not introduce any new matter into the debate. After the reply the question shall be put forthwith.

8.3. A member when speaking shall address the Chair. If two or more members signify their desire to speak, the Chair shall call on one to speak: the other or others shall then remain silent. While a member is speaking no other member shall intervene unless to raise a point of order or by way of personal explanation.

8.4. A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Chair.

Amendments to Motions

8.5. An amendment shall be relevant to the Motion and shall be:-

- (i) to leave out words from the Motion:

(ii) to leave out words from, and insert or add others to, the Motion:

(iii) to insert words in, or add words to, the Motion.

but such omission, insertion or addition of words shall not have the effect of negating the Motion before the Bee Network Committee

- 8.6. Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. The mover of an amendment shall read the same before speaking to it.
- 8.7. If an amendment is rejected, other amendments may be moved on the original Motion. If an amendment is carried, the Motion as amended shall take the place of the original Motion and shall become the substantive Motion upon which any further amendment may be moved, except any amendment which would be inconsistent with that already carried. The right of reply under paragraph 9.2 above shall not extend to the mover of an amendment which, having been carried, has become the substantive Motion. No member shall move more than one amendment on any Motion
- 8.8. A member with the consent of the Bee Network Committee, signified without discussion:-
- a) alter a Motion of which they have given notice
 - b) with the consent of their seconder alter a Motion which they have moved if in either case the alteration is one which could be made as an amendment thereto.
- 8.9. A Motion or amendment may be withdrawn by the mover with the consent of the Bee Network Committee (which shall be signified without discussion) and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.
- 8.10. When a Motion is under debate no other Motion shall be moved except the following:-
- a) That the Motion be amended
 - b) That the Bee Network Committee proceed to the next business
 - c) That the question be put
 - d) That the debate be adjourned
 - e) That the meeting be adjourned
 - f) That the member named be warned
 - g) (By the Chair under paragraph 11.2 below) That the member named leave the meeting, or

- h) That the press and public be excluded (in accordance with Section 100A of the Local Government Act, 1972)

8.11. A member who has not already spoken on the item under consideration may move without comment at the conclusion of a speech of another member “That the Bee Network Committee proceed to the next business”, “That the question be put”, “That the debate be adjourned” or “That this meeting of the Bee Network Committee be adjourned” and on the seconding of that Motion the Chair shall proceed as follows:

- a) on a Motion to proceed to the next business, unless in their opinion the original Motion or amendment has been insufficiently discussed, they shall first give the mover of the original Motion a right of reply, and then put to the vote the Motion to proceed to the next business; if this latter Motion is carried, the original Motion or amendment under discussion shall be deemed to be withdrawn
- b) on a Motion that the question be put, unless in their opinion the Motion or amendment before the meeting has not been sufficiently discussed, they shall first put to the vote the Motion that the question be put and, if it is carried, they shall then give the mover of the original Motion their right of reply under paragraph 9.2 above, before putting the Motion or any amendment then under discussion to the vote
- c) on a Motion to adjourn the debate, if, in the Chair’s opinion, the Motion or amendment before the meeting has not been sufficiently discussed, and cannot reasonably be sufficiently discussed on that occasion, they shall put to the vote a Motion to adjourn the debate to the next meeting of the Bee Network Committee, or to a time stated, without giving the mover of the original Motion their right of reply on that occasion; if the adjournment Motion is carried, then, on the resumption of the debate, the Chair shall reintroduce the Motion or amendment before the meeting at the time the debate was adjourned, and the member who moved the adjournment of the debate shall be entitled to speak first
- d) on a Motion to adjourn a meeting of the Bee Network Committee until a specified date and time, the Chair shall forthwith put such a Motion to the vote without giving any right of reply to the mover of any Motion under discussion and, if the Motion is carried, the remaining business of the day shall stand adjourned until the date and time stated in the Motion.

On the resumption of the meeting of the Bee Network Committee the procedure in paragraph 9.11(c) above shall apply

- 8.12. No member may move any of the Motions in paragraph 9.11 above on more than one occasion at each meeting and, when such a Motion is not carried, a second Motion of the like nature shall not be made within half an hour unless, in the opinion of the Chair, the circumstances of the question are materially altered.

Points of Order

- 8.13. A member may, with the permission of the Chair, raise a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of the Rules of Procedure or statutory provision and the member shall specify which part of the Rules of Procedure or statutory provision and the way in which they consider it has been broken. A personal explanation shall be confined to some material part of a former speech by the member which they consider to have been misunderstood in the present debate.
- 8.14. The ruling of the Chair on a point of order, or the admissibility of a personal explanation, shall not be open to discussion.
- 8.15. Whenever the Chair intervenes during a debate a member then speaking or offering to speak shall give way.

Motion to exclude the Press and Public

- 8.16. A Motion to exclude the press and public in accordance with Section 100A of the Local Government Act, 1972 may be moved, without notice, at any meeting of the Bee Network Committee during an item of business whenever it is likely that if members of the public were present during that item there would be disclosure to them of confidential or exempt information as defined in Section 100A of the Local Government Act 1972.

9. Voting

- 9.1. Whenever a vote is taken at meetings of the Bee Network Committee it shall be by a show of hands. On the requisition of any member of the Bee Network Committee, supported by four other members who signify their support by rising in their places, and before the vote is taken, the voting on any question

shall be recorded so as to show whether each member present gave their vote for or against that question or abstained from voting.

9.2. * In the case of an equality of votes, the Chair shall have a second, or casting, vote.

9.3. *A member may demand that his/her vote be recorded in the Minutes of the meeting.

10. Conduct of Members at meetings

10.1. If at a meeting any member of the Bee Network Committee, misconducts him or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by willfully obstructing the business of the Bee Network Committee, the Chair or any other member may move "That the member named be warned" and the Motion if seconded shall be put and determined without discussion.

10.2. If the member named continues such misconduct after a Motion under the foregoing paragraph has been carried, the Chair shall either:-

- a) move "That the member named leave the meeting" (in which case the Motion shall be put and determined without seconding or discussion)
- b) adjourn the meeting of the Bee Network Committee for such period as they consider expedient

10.3. In the event of general disturbance, which in the opinion of the Chair, renders the due and orderly dispatch of business impossible the Chair, in addition to any other power vested in him or her may, without question put, adjourn the meeting of the Bee Network Committee for such period as he or she considers expedient

11. Disturbance by Members of the Public

11.1. If a member of the public interrupts the proceedings at any meeting the Chair shall warn him or her. If they continue the interruption the Chair shall order his or her removal from the room. In the case of general disturbance in any part of the room open to the public the Chair shall order that part to be cleared.

12. Interests of Members

12.1.* A member must have regard to the Code of Conduct for Members of the local authority for which they are an elected member and their obligations in

relation to the disclosures of, and possible withdrawal from a meeting, for reason of personal, prejudicial interests and disclosable pecuniary interests.

13. Publication of Reports

- 13.1. * Reports or other documents for the consideration of the Bee Network Committee shall be marked "Private & Confidential Not for Publication" only if the Secretary, as Proper Officer under Section 100B(2) of the Local Government Act 1972 determines that this should be done on one or more of the grounds specified in the Act.
- 13.2. A Member of the Bee Network Committee or a member of the public may request that an item of business containing exempt information should be taken in public and such a request should be dealt with by the meeting at which the item is to be considered in private as the first item on the agenda. The procedure for dealing with such requests is set out in Rules 14 and 15 below.
- 13.3. * Copies of the agenda of meetings of the Bee Network Committee, including prints of reports or other documents to be submitted to the Bee Network Committee (other than reports or other documents marked "Not for Publication") shall be furnished prior to the meeting to representatives of the press, radio and television and shall also be furnished at the meeting to members of the public attending such meetings. Such documents shall also be made available for public inspection, at least five clear days before any meeting, at Broadhurst House, Oxford Street, the Town Hall, Manchester, M1 6EU.
- 13.4. * Where an item or report has been added to an agenda, any revised agenda or additional report shall be available for public inspection as soon as the item or report has been added to the agenda, provided copies are also, at that time, available to members of the Bee Network Committee.

14. Access to Information Procedure Rules

- 14.1. Except as otherwise indicated, these rules apply to all meetings of the Bee Network Committee.
- 14.2. The Rules in Section 14 do not affect any more specific rights to information contained elsewhere in these Rules of Procedure or the law.
- 14.3. The Bee Network Committee will supply copies of:
- a) any agenda and reports that are open to public inspection

- b) any further statements or particulars, if any, as are necessary to indicate the nature of the items in the agenda
- c) if the Secretary thinks fit, copies of any other documents supplied to members in connection with an item
- d) to any person on payment of a charge for postage and any other costs.

14.4. The Bee Network Committee will make available copies of the following for six years after a meeting:

- a) the minutes of the meeting, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information
- b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- c) the agenda for the meeting
- d) reports relating to items when the meeting was open to the public

14.5. The relevant Chief Officer will set out in every report a list of those documents (called background papers) relating to the subject matter of the report that in his/her opinion:

- a) disclose any facts or matters on which the report or an important part of the report is based
- b) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information

15. Admission of the Public

15.1. *All meetings of the Bee Network Committee shall be open to the public (including the press) except to the extent that they are excluded whether during the whole or part of the proceedings either:

- a) In accordance with Section 100A(2) of the Local Government Act 1972;
or
- b) By resolution passed to exclude the public on the grounds that it is likely, in view of the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as defined in Section 100I of the Local Government Act 1972. Any such Resolution shall identify the proceedings or the part of the proceedings to which it applies and state the description, in terms of Schedule 12A to

the Local Government Act 1972 of the exempt information giving rise to the exclusion of the public.

15.2. Exclusion of access by the public to meetings

a) Confidential information – requirement to exclude public

15.2.1. The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

15.2.2. Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons stated in Article 6.

(b) Meaning of confidential information

15.3. Confidential information means information given to the Bee Network Committee by a Government department on terms that forbid its public disclosure or information that cannot be publicly disclosed by reason of a Court Order or any enactment.

(c) Meaning of exempt information

15.4. Exempt information means information falling within the following categories (subject to any qualifications):

- (i) information relating to any individual
- (ii) information which is likely to reveal the identity of any individual
- (iii) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (iv) information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the Bee Network Committee or a Minister of the Crown and employees of, or office holders under, the Bee Network Committee
- (v) information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
- (vi) information which reveals that the Bee Network Committee proposes a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment

(vii) information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

In each case, information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(d) Exclusion of Access by the public to reports

15.5. If the Secretary thinks fit, the Bee Network Committee may exclude access by the public to reports which in his/her opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked "Not for Publication" together with the category of information likely to be disclosed.

TRAFFORD COUNCIL

Report to: Accounts and Audit Committee
Date: 21 June 2023
Report for: Information
Report of: Cllr Barry Brotherton and Cllr Judith Lloyd - Chair and Vice-Chair, Accounts & Audit Committee (2022/23)

Report Title

Accounts and Audit Committee Annual Report to Council 2022/23.

Summary

The report sets out the 2022/23 Annual Report of the Accounts and Audit Committee to be submitted to Council.

Recommendation

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

Contact person for access to background papers and further information:

Name: Mark Foster – Audit and Assurance Manager
Email: mark.foster@trafford.gov.uk

Background Papers:

None

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TRAFFORD
COUNCIL

Accounts and Audit Committee
Annual Report
To Council

2022-2023

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

The Accounts and Audit Committee has met regularly through 2022/23 and continued to fulfil its role to provide independent assurance to the Council and the public on the effectiveness of the Council's governance, financial management, risk management and internal control arrangements.

The Committee has continued to cover a broad range of work through the year, gaining assurance from a number of sources, both within the Council and from our External Auditor. The Committee has been updated regularly through the year on how the Council is addressing key risks including current financial challenges it faces such as those related to the impact of significant inflationary pressures.

In undertaking our role, we continue to consider good practice and in planning future work, we will take into account Audit Committee guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) during the year.

This report sets out the work of the Committee during 2022/23.



Councillor Barry Brotherton
Chair, Accounts and Audit Committee 2022/23



Councillor Judith Lloyd
Vice-Chair, Accounts and Audit Committee 2022/23

INTRODUCTION

Role of the Committee

The purpose of the Accounts and Audit Committee is to:

- provide independent assurance on the adequacy of the risk management framework and the associated control environment,
- undertake independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and
- oversee the financial reporting process.

The Committee takes into account relevant statutory requirements and national guidance in undertaking its role. It was noted that the Chartered Institute of Public Finance and Accountancy (CIPFA) issued updated guidance for Audit Committees during 2022/23 and ongoing practice will continue to be reviewed taking into account good practice.

Assurance is gathered by the Committee from a number of sources including from the work of Finance Services (including Financial Management and Internal Audit), External Audit (provided by Mazars) and the Legal and Governance Directorate. Relevant officers within these areas attended various meetings throughout the year. This was supplemented by assurance and guidance from other sources where this was considered appropriate, for example from Council managers and external advisors. At each meeting, Committee Members received reports and presentations and were able to assess information, raise queries and seek further information where requested.

Purpose of the Report

The purpose of this report to Council is to:

- summarise the work undertaken by the Accounts and Audit Committee during 2022/23 and the impact it has had.
- provide assurance to the Council on the fulfilment of the Committee's responsibilities.

Membership of the Committee

The Accounts and Audit Committee's Terms of Reference state that the membership of the 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.

2022/23 Accounts and Audit Committee – Annual Report to Council

Accounts and Audit Committee Membership	
2022/23	2023/24
Cllr Barry Brotherton (Chair)	Cllr Barry Brotherton (Chair)
Cllr Judith Lloyd (Vice Chair)	Cllr Judith Lloyd (Vice Chair)
Cllr Ged Carter	Cllr Ged Carter
Cllr Shaun Ennis	Cllr Jill Axford
Cllr Waseem Hassan	Cllr Olly Baskerville
Cllr Rose Thompson	Cllr Mike Cordingley
Cllr Graham Whitham	Cllr Daniel Jerrome
Cllr Dave Morgan	Cllr Jane Brophy
Cllr Michael Whetton	Cllr Michael Whetton
Mrs. Jeannie Platt*	Mrs. Jeannie Platt*

*Non-voting co-opted Member.

ACCOUNTS AND AUDIT COMMITTEE – SUMMARY OF WORK COMPLETED

The Accounts and Audit Committee agreed a programme of work at the start of 2022/23 in order to continue to meet its responsibilities. Areas covered by the Committee during the year, in line with its remit, included:

- Internal Audit,
- External Audit,
- Risk Management,
- Corporate Governance, Internal Control and the Annual Governance Statement
- Anti-Fraud and Corruption, and
- Financial management and the production of the Statement of Accounts.

The Committee gained independent assurance from a number of sources during the year to support its work. This included the work of External Audit, Financial Management, Internal Audit and managers across the Council. At its meetings held during the year, these sources of assurance were reported to the Committee on a regular basis encompassing all the themes identified in the Committee's Terms of Reference. The Committee reviewed information received at each meeting and provided challenge and feedback to officers and external auditors, therefore fulfilling its responsibilities during 2022/23.

The work programme included regular updates on the work of External Audit and Internal Audit including audit plans and findings from work completed; budget monitoring reports received through the year; updates on the Council's strategic risk register; treasury management updates on activity and approval of the treasury management strategy. There were also updates on anti-fraud and corruption measures, insurance activity, and an update on procurement activity from the STAR Shared Procurement Service.

The Council's External Auditor, Mazars, reported through the year to the Committee on progress with its work. It was noted during the year that there was a delay in completing the 2021/22 accounts audit due to national technical issues, and these are currently being considered by the Financial Reporting Council, CIPFA and the Department for Levelling Up, Housing and Communities. It was reported to the Committee that the results of the audit work in terms of the outcomes of the audit and reporting on the Council's value for money arrangements will be set out to the Committee in 2023/24. By the end of March 2023, whilst the audit was not complete given the above, it was reported there were no matters to bring to the attention of the Committee at that stage.

The work programme for the year also included training and awareness for Committee Members. During 2022/23, this included a briefing session outside of the Committee meetings covering the Council's Treasury Management arrangements. The Chair of the Accounts and Audit Committee attended a training webinar on Audit Committees provided by CIPFA. CIPFA also provided training through a webinar for independent audit committee members which was attended by the current Independent Member on the Council's Accounts and Audit Committee.

CIPFA published updated guidance for Audit Committees in 2022/23 and the Committee takes this guidance into account in establishing arrangements and planning its work. The Committee has reviewed and updated its terms of reference for 2023/24 and will consider future training needs in order to support its ongoing role.

The Committee has met through the year in accordance with its work programme, with meetings held during 2022/23 on 20 July, 28 September, 24 November, 1 February and 14 March. More detail of the work undertaken by the Committee at each of its meetings are set out in the rest of this report.

Accounts and Audit Committee – Work Completed During 2022/23

Internal Audit

Role of the Committee in relation to Internal Audit:

- Review and approve (but not direct) the Internal Audit Charter, Internal Audit Strategy and Internal Audit resourcing.
- Review and approve (but not direct) the annual Internal Audit work programme. Consider the proposed and actual audit coverage and whether this provides adequate assurance on the organisation’s main business risks. Review the performance of Internal Audit.
- Receive summary Internal Audit reports and seek assurance on the adequacy of management responses to Internal Audit advice, recommendations and actions plans.
- Review arrangements for co-operation between Internal Audit, External Audit and other review bodies, and ensure that there are effective relationships which actively promote the value of the audit process.
- Receive the Annual Head of Internal Audit Report and Opinion.

Work Completed	Outcome/ Impact
<p>July 2022</p> <p>The Annual Head of Internal Audit Report was presented which provided an opinion on the adequacy and effectiveness of the Council’s control environment during 2021/22 based on Internal Audit work undertaken during the period. A detailed update on work undertaken in the final quarter of 2021/22 was also provided.</p> <p>It was noted that planned internal audit work in 2021/22 had been subject to some changes due to the impact of the pandemic across the Council. There had, however, continued to be a range of internal audit work undertaken during the year across each of the main areas of the Internal Audit Plan, which enabled an audit opinion to be given.</p> <p>September 2022, November 2022 and February 2023</p> <p>The progress of Internal Audit work undertaken by the Audit and Assurance Service during 2022/23 was reported to the Committee through the year. This included summary findings from individual audit reviews, responses to audit reports, progress in implementing the annual audit plan and performance of the Audit and Assurance Service.</p>	<p>The Annual Head of Internal Audit Report provided the Committee with an overview of the control environment (encompassing governance, internal control and risk management) reviewed by Internal Audit. The Committee was able to raise queries to request further information where applicable and obtain assurance in respect of Internal Audit performance.</p> <p>Based on assurance gathered during 2021/22, the Internal Audit Opinion was that, overall, a reasonable level of assurance can be given that the control environment encompassing internal control, risk management and governance, was operating to a satisfactory standard.</p> <p>Updates included details of areas reviewed where controls were found to be operating to a satisfactory standard and others within the Council where control improvements were identified, and audit recommendations made accordingly.</p>

Internal Audit (Continued)	
Work Completed	Outcome/ Impact
<p>March 2023 The 2023/24 Internal Audit Plan was presented to the Committee. The report set out planned work for the year which also acknowledged that this remained flexible and subject to review as needed during the year. The report also included the Internal Audit Charter and Strategy.</p>	<p>Members approved the 2023/24 Internal Audit Plan.</p> <p>It was also noted that Internal Audit would be subject to an external assessment of conformance with the Public Sector Internal Audit Standards (as required at least every five years) and a report from CIPFA would be shared at the next Accounts and Audit Committee meeting.</p>

External Audit

The role of the Committee in relation to External Audit is:

- To review and consider proposed and actual External Audit coverage and its adequacy, and consider the reports of External Audit and other inspection agencies.
- To receive updates from External Audit on findings and opinions (including the audit of the annual financial statements and the value for money conclusion) and seek assurance as to the adequacy of management’s response to External Audit advice, recommendations and action plans.
- To review arrangements made for co-operation between External Audit, Internal Audit and other review bodies.

Work Completed	Outcome/ Impact
<p>July 2022 The Committee received the External Audit Strategy Memorandum from Mazars which outlined its audit approach and plan to deliver the audit for the year ended 31 March 2022. The report also set out the External Audit fees.</p>	<p>The Committee was able to monitor plans in respect of external audit work.</p>
<p>All meetings – July, September, November 2022 and February, March 2023 The Committee received progress reports updates through the year by Mazars on the progress made in delivering its responsibilities as the Authority’s external auditor.</p> <p>Updates included progress being made in respect of the 2021/22 accounts audit. It was noted that there was a delay in completing the audit due to a national technical issue in respect of accounting for infrastructure assets which has since been resolved later in 2022/23. By March 2023, it was reported to the Committee that the results of the work will be set out in the Audit Completion Report which will be presented to the Committee at a future meeting.</p> <p>Further to the completion of the accounts audit, the Committee was advised that Mazars will report on their work reviewing the Council’s arrangements for delivering value for money in the Auditor’s 2021/22 Annual Report.</p> <p>The Committee was also advised that further to the completion of the above, planning will commence on the 2022/23 audit.</p> <p>At each of the meetings through the year, the External Auditor shared details of a number of</p>	<p>The Committee was able to continue monitoring progress in respect of external audit work.</p> <p>In respect of the 2021/22 audit of the accounts, as at the last Committee meeting of 2022/23, whilst the audit was not complete given the national issues impacting on the completion of the audit and approval of the accounts, it was reported there were no matters to bring to the attention of the Committee at that stage.</p> <p>The Committee’s attention was drawn to a number of useful information sources and documents covering various national developments and guidance.</p>

External Audit (Continued)	
Work Completed	Outcome/ Impact
<p>national publications within the progress reports, which might be of interest to the Committee's Members in undertaking their role.</p> <p>As part of the progress update for the March 2023 meeting, Members were advised that Mazars had been appointed as the Council's External Auditor going forward from 2023/24 to 2027/28. Prior to the March meeting, Committee Members had the opportunity, in line with good practice, to meet privately with the External Auditor outside of the main Committee meeting.</p>	

Risk Management

The role of the Committee in relation to risk management:

- Review the adequacy of arrangements for identifying and managing the organisation’s business risks – including the Council’s risk management policy and strategy and their implementation.
- Review the robustness of the strategic risk register and the adequacy of associated risk management arrangements.
- Receive and consider regular reports on the risk environment and associated management action.

Work Completed	Outcome/ Impact
<p>July 2022</p> <p>The Committee was provided with a report on the Council’s Strategic Risk Register. The report provided an update on the strategic risk environment, including updates on each of the risks on the risk register, including where applicable, changes in risk levels.</p>	<p>The Committee received assurance on the arrangements for reviewing key strategic risks.</p> <p>The Committee sought further information on a number of areas of risk and it was also agreed that further detail would be provided at a future meeting in 2022/23 in respect of the Council’s information governance arrangements (See details re March 2023 meeting).</p>
<p>September 2022</p> <p>A report was submitted by Financial Management providing details of the Council’s insurance performance in 2021/22, which included details in respect of insurance costs and claims activity during the period.</p>	<p>Members asked questions in respect of insurance arrangements and gained assurance that these are regularly reviewed.</p>
<p>November 2022</p> <p>The Committee received a further update report on the Council’s Strategic Risk Register.</p>	<p>The Committee continued to monitor arrangements for the management of strategic risks and noted a number of changes in risks and risk levels.</p>
<p>March 2023</p> <p>The Committee received its final update of 2022/23 on the strategic risk register. Additional detail was also provided in respect of one of the strategic risks, Information Governance, with a verbal update provided by Legal Services.</p>	<p>Members reviewed assurance regards planned actions to address risks and noted a further update on another of the strategic risks, Cyber Security, would be included in the Committee’s work programme for 2023/24.</p>

Corporate Governance, Internal Control and the Annual Governance Statement

The role of the Committee in relation to the above is to:

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

Work Completed	Outcome/ Impact
<p>July 2022 A report setting out the 2021/22 draft Annual Governance Statement (AGS) was presented to give Members the opportunity to review the content of the AGS prior to it being finalised.</p>	<p>The Committee were able to consider the AGS at draft stage prior to it being finalised later in the year.</p>
<p>November 2022 The final version of the AGS was submitted to the Committee. It was noted that the document had been updated since the previous meeting to take into account updated details regards some of the significant governance issues including the Council’s financial position.</p>	<p>The Committee approved the 2021/22 AGS.</p>
<p>March 2023 A report setting out the proposed approach / timetable to ensure compliance with the production of an AGS for 2022/23 was presented, noting a draft version was due to be completed by the end of May 2023, in accordance with national deadlines.</p>	<p>Procedures and responsibilities of Members and Officers in the process for producing and approving the 2022/23 AGS were agreed. It was noted that the Accounts and Audit Committee would have the opportunity to review the draft document at a future meeting, prior to the AGS being finalised.</p>

Anti - Fraud & Corruption Arrangements

The role of the Committee is to:

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

Work Completed	Outcome/ Impact
<p>September 2022</p> <p>The Committee received a report of the Counter Fraud and Enforcement team outlining the Councils’ fraud prevention and detection performance and activities in 2021/22, as well as the team’s plans for 2022/23.</p> <p>In terms of 2021/22, it was noted that the team continued to provide support to the processing and payment of the various Business Support Grants introduced at various stages of the pandemic. The team also investigated potential fraudulent applications. Other key areas of work in 2021/22 included investigations in relation to Council tax discounts; Council tax support and Non-Domestic Rates. It was also reported that the team also have a role to carry out formal recovery action in relation to certain debts owed by to the Authority. The report included case study examples to show how the team contributes to fighting fraud and protecting public funds. The Committee is expected to receive an update on counter-fraud work undertaken in 2022/23 at its meeting in September 2023.</p>	<p>The Committee was able to ask questions on Council processes and was provided with assurance that the Council is continuing to investigate suspected fraud and support both fraud prevention and detection.</p>
<p>February 2023</p> <p>As part of the quarterly Audit and Assurance Service update report, this included an update on progress made by the Council in contributing to the National Fraud Initiative: a nationwide data matching exercise, designed to help participating bodies identify possible cases of error or fraud and detect and correct any consequential under or overpayments from the public purse. Details were provided of the categories of data submitted to the Cabinet Office as part of the exercise. Updates on outcomes from the investigation of subsequent data matches are to be provided to the Committee later in 2023/24.</p>	<p>The Committee gained assurance that the Council was continuing to support the National Fraud Initiative.</p>

March 2023

The Committee received a report which set out the Council's updated Anti-Fraud and Corruption Strategy, including associated policies and guidance to support counter-fraud measures.

The Committee approved the updated Anti-Fraud and Corruption Strategy.

Accounts / Financial Management

The role of the Committee is to:

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

Work Completed	Outcome/ Impact
<p>July 2022 A report was submitted on treasury management activities for the previous financial year (2021/22).</p> <p>The Director of Finance and Systems submitted a report which provided an update on the Council’s assessment of its position in respect of the Financial Management Code issued by CIPFA.</p> <p>The Committee received a report setting out 2021/22 outturn figures relating to both revenue and capital budgets. It also summarised the outturn position for Council Tax and Business Rates within the Collection Fund. It was noted in respect of the revenue outturn position for 2021/22 there was an underspend of £1.53m which was transferred to the Budget Resilience, Innovation and Change Reserve.</p>	<p>Accounts and Audit Committee Members were able to undertake prior scrutiny of treasury management reports prior to reporting to the Executive and Council, meeting the requirements of the CIPFA Code of Practice on Treasury Management.</p> <p>Assurance was gained that the Council can demonstrate compliance with the Financial Management Code with an action plan in place for areas where evidence of compliance could be enhanced further.</p> <p>Members had the opportunity to seek assurance on a number of aspects of the report, including in relation to the financial position going forward with the impact of inflation, such as in relation to energy and pay costs.</p>
<p>September 2022</p> <p>(See Risk Management: September 2022 meeting – insurance update provided by Financial Management).</p>	
<p>November 2022 A report was presented providing an update on the progress of the treasury management activities undertaken for the first half of 2022/23.</p>	<p>The Committee was able to monitor treasury management performance during the year, in line with the CIPFA Code of Practice on Treasury Management.</p>

(Accounts/Financial Management continued)	
Work Completed	Outcome/ Impact
<p>February 2023</p> <p>A Treasury Management report was submitted setting out the Council’s strategy for 2023/24 – 2025/26. This included the strategy for investments, borrowing, and the minimum revenue provision in terms of the amounts set aside for debt repayment. (In advance of the February meeting, as part of training for Committee Members a briefing session was provided in January 2023 to focus on issues within the Treasury Management Strategy report).</p> <p>The Committee received a presentation by the STAR Shared Procurement Service, providing an update on achievements and plans to further develop the approach to achieving social value through procurement.</p>	<p>The Accounts and Audit Committee asked questions on the content of the report and recommended that the Council approve the various elements of the Treasury Management Strategy. Future training was also discussed with consideration to be given for scheduling further sessions.</p> <p>Members raised questions in respect of a number of aspects covered including processes for recording and reporting on social value and requesting further detail from STAR regards Trafford Council procurement activity.</p>
<p>March 2023</p> <p>A report was circulated to Accounts and Audit Committee Members which explained the accounting concepts and policies which would be used in preparing the 2022/23 annual accounts.</p> <p>Members were advised that the 2021/22 audited accounts were to be finalised and would be reported to a future Committee meeting.</p>	<p>Members were advised there were no material changes currently expected to the Accounting Policies for the 2022/23 accounts but were advised to note changes in accounting standards to be adopted in 2024/25 in respect of accounting for leases.</p> <p>The Accounts and Audit Committee is to be advised regards completion of the final audited accounts for 2021/22, noting the process for completion and audit of the accounts had been subject to delay, largely as a result of national accounting issues in respect of infrastructure assets.</p>
<p>All meetings</p> <p>The Accounts and Audit Committee received budget monitoring reports at each of the meetings through the year. This included the budget outturn position for 2021/22 at its July 2022 meeting and updates through the year on the latest position for 2022/23 at each of the other meetings. Updates reflected monitoring and actions taken to manage a number of financial pressures including inflation.</p>	<p>The Committee reviewed budget monitoring reports and provided challenge through the year in relation to the information provided, both through discussions in the meetings, and where applicable further information provided to Members in response to queries raised.</p>

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TRAFFORD COUNCIL

Report to: Council
Date: 19 July 2023
Report for: Information
Report of: Deputy Leader of the Council and Executive Member for Leisure, Arts, Culture & Heritage

Report Title

Year End Corporate Report on Health, Safety & Wellbeing – 1 April 2022 to 31 March 2023

Summary

1. To provide information on council wide health and safety performance and delivery
2. To provide a summary of other key developments in relation to health, safety and wellbeing for the period 1 April 2022 – 31 March 2023

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Strategic HR Lead – Health and Safety
 Extension: 4919

Background Papers: None

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

Risk Management Implications	The Council is refocusing and engaging with services on the fundamentals of health and safety through the initiative 'Your Safety, Your Wellbeing'
Health & Wellbeing Implications	The Employee Wellbeing Strategy provides a framework to improve and support the health and wellbeing of our workforce
Health and Safety Implications	See Legal section above. The continuing auditing and monitoring arrangements combined with the mechanisms for the provision of advice and guidance are all focused on sensible and targeted risk management.

1. **Introduction**

- 1.1 The Council remains committed to high standards of health, safety and wellbeing for all staff, visitors, contractors, elected members and others who may be affected by our activities. This report covers the period 1 April 2022-31 March 2023 and provides:
- Key health and safety performance information, highlighting proactive and reactive activities undertaken by the Health and Safety Unit (HSU) working with partners
 - Activities and initiatives delivered with partners to support our workforce under the 'EPIC You – Health and Wellbeing Strategy'
- 1.2 After the challenging period through the Covid19 pandemic and ensuring the safety and wellbeing of our workforce, April 2022 saw the return to the offices for many of our colleagues.
- 1.3 This also established a need to re-energise and engage with services on health, safety and wellbeing fundamentals through the launch of a new health and safety initiative and refreshed support for services and schools.
- 1.4 HSU provides a targeted proactive programme of interventions to manage existing and emerging risks to the workforce and others affected by the Council's work activities. Work for 2022-23 included:
- The safe reintegration of staff to our offices
 - The launch of our internal health and safety initiative 'Your Safety, Your Wellbeing'
 - Support to the Council's Tree Unit following a tragic fatality incident
 - Conducting audits and health and safety support including the One Trafford Waste and Recycling Services, Bereavement Services, Adults Services (Ascot House, Care at Home and Supported Living), Elections Team, Operational Services for Education and schools
 - A refocus on managing volatile incidents within our council buildings
 - Providing a range of face to face health and safety training to colleagues in addition to online training.
 - Collaborative delivery of a range of health and wellbeing activities and opportunities to the workforce under the EPIC You Employee Health and Wellbeing Strategy.

1.5 Updates also continue to be provided to the relevant Corporate Directors and Joint Consultative Committees.

2. Proactive audits and support in council services and schools

2.1 Council service support

2.1.1 Reintegration support

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

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

2.1.2 Launch of 'Your Safety, Your Wellbeing' health and safety Initiative

This internal safety and wellbeing initiative was launched at the start of 2023 to refocus and engage with services on the fundamentals of safety and wellbeing and ensure that colleagues continue to safely finish their working day, every day.

The vision of the initiative links clearly with our Trafford Council People Strategy and EPIC Values in providing:

'An EPIC positive and supportive health and safety culture with thriving employees who are happy, safe and healthy at work. Sensible health and safety management is integrated in all that we do.'

The initiative includes:

- A dedicated [intranet resource page](#) with bite size guides.
- Regular communications on key risk and wellbeing issues.
- 'Team focus' on certain teams to show why safety and wellbeing are an integral part of service delivery (included a day in the life of a housing standards officer)
- A targeted service monitoring and audit programme.

As well as the main launch in January 2023, the initiative has also been promoted at staff and leader 'Let's talk' sessions. This programme now forms the basis of our engagement with services and is being used to inform and drive forward our health and safety support and audit programme.

2.1.3 **Fatality incident support: Trafford Tree Unit**

In October 2022, a major accident took place at Osborne Terrace, Sale where two persons were struck by a falling tree. This tragically led to one person being fatally injured and the other person incurring serious injuries.

The Council and Tree Unit, who manage the tree stock within the borough, were subject to an investigation initially by Greater Manchester Police which was then then passed to the Health and Safety Executive to investigate under health and safety legislation.

The enforcing authority investigation was fully supported by the Tree Unit, Legal Services, Health and Safety Unit and Insurance Services. The Health and Safety Unit also undertook a significant investigation into the accident with the support of these services considering:

- The circumstances of the accident
- Arrangements for managing the tree stock
- General health and safety management within the Tree Unit

The HSE investigation has now concluded and they have confirmed that no further action is to be taken against the Council arising from incident.

The incident and subsequent investigation details are still subject to a Coroner's Inquest. However, the Tree Unit are progressing the outcomes and recommendations made both the HSE and internal health and safety investigation with the support of the Health and Safety Unit.

Analysis of incidents relating to Trafford's workforce is provided in section 4.

2.1.4 **One Trafford Waste and Recycling Service audit**

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

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

2.1.5 **Bereavement Services support**

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

2.1.6 **Operational Services for Education (OSfE) support**

HSU supported the annual OSfE face to face conference, providing a health, safety and wellbeing presentation to the catering, cleaning and school crossing patrol services over 3 days. Advice and guidance was provided on:

- 'Your Safety, Your Wellbeing' initiative
- Safe working practices and managing risk
- Wellbeing support

Following feedback from the seminars and to support staff working from a variety of locations, HSU have provided 'drop in' sessions for staff at different library locations to improve opportunities for engagement between the team and OSfE services colleagues.

2.1.7 **Elections support**

Supporting the safe delivery of our elections has formed a significant aspect of HSU delivery plan in 2022-23 with the team forming part of a wider collaborative Elections Operational Board to manage the arrangements. This included the delivery of an event management plan and ensuring appropriate risk assessments were in place for it's safe operation. Three elections were supported:

- The May 2022 elections were the first held following the removal of Covid restrictions. Measures remained in place to support hand hygiene, cleaning and ventilation at the venues and ensuring staff who were unwell did not participate in the arrangements.
- The Stretford and Urmston Parliamentary by-election in December 2022 required delivery at pace within a very short timescale. Additional support from the Health and Safety Unit assisted in ensuring risk management arrangements were in place at all aspects of the elections, with a particular focus on the Count being undertaken at a different venue.
- During early 2023, planning for the May elections also took place with support including further security, safety and wellbeing considerations given the nature and scale of these elections.

2.1.8 **Managing volatile incidents in our buildings**

A security review project group initially consisting of representatives from the HSU, Estates Team, Emergency Planning and FM providers have been reviewing security measures at our main administrative buildings. The work is to improve the safety and wellbeing of staff from volatile and aggressive behaviour displayed from visitors and service users. The project has been increasingly focused on data and information to support and inform actions including:

- Independent security reports through our insurer
- Reported incidents of reports of violence and aggression through our incident reporting system and improved security team data (these are highlighted further in the analysis of incidents in section 4)

Table 1 summarises the range of actions in place or being progressed.

Table 1: Key security issues being progressed

Area of work	Action
Security staff	<ul style="list-style-type: none"> • Increased security presence • Implemented standard operating procedures i.e. daily checks, patrols, incident log recorded • Improved communication arrangements to alert and improve the security response to incidents • Weekly incident data now provided by security staff
Procedural measures	<ul style="list-style-type: none"> • Improved process for summoning support from security teams in place • Use of interview rooms at TTH has been reviewed with key services (Children's/Regulatory Services) and improved process agreed for use of room and use/response to panic alarms by security staff
Physical security measures	<ul style="list-style-type: none"> • Improved security access in place to TTH reception desk area • Improved door security provided to Registrars service at Sale Waterside to prevent unauthorised access • Door Pass Access System at TTH and Sale: Work ongoing to provide IT upgrades to the system to ensure its integrity can be maintained • TTH barrier system: IT and infrastructure work underway to upgrade system • CCTV review: Software and hardware review underway <p>Based on incident data, the following areas are currently being assessed and costed for security improvements at TTH with a further review planned at Sale Waterside:</p> <ul style="list-style-type: none"> • Multistorey car park • Reception turnstiles • Staff entrance • Interview rooms
Training and awareness	<ul style="list-style-type: none"> • Key security messaging is now included within the 'Your Safety, Your Wellbeing' bite sized guides and this will continue to be supported by regular communications • Staff communications to introduce the security team and ensure they follow staff security processes (wearing lanyards, managing visitors, reporting concerns) • General and role specific security training continues to be identified and scoped for the workforce
Data collection	<ul style="list-style-type: none"> • Continuing to review incident reports, concerns and security staff data to inform further actions

To address the wide scope of work now being covered in the management of security within our buildings, the group has now been refreshed and established as the Trafford Internal Security Review Group. This group incorporates a wider representation from relevant services to consider:

- Security issues across our wider Trafford public buildings
- Response and management of immediate incidents
- Engaging with relevant services for the proactive management of service users
- Collation, management and review of incident data
- The proposed physical and procedural security measures at our sites
- Links to contingency planning processes and business continuity
- Staff training and awareness

2.2 Schools Support and SLA Delivery

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

2.2.2 In addition to the audit support, schools continued to have access to:

- Accident reporting and investigation support.
- Unlimited advice and guidance through our duty officer system.
- Access to school specific guidance on our SLA portal (*As well as general safety topics, this included emerging issues such as the production of ‘Hot weather guidance for schools’ to support them during the July heatwave*)
- Access to a range online health and safety training.

2.2.3 The school Health and Safety SLA year 2021-22 closed in August with 77 schools having received competent support. Eighty schools purchased the Health and Safety SLA for 2022-23, including all our community schools. The breakdown of schools is shown in table 2.

Table 2: Breakdown of school SLA buy-back

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

2.2.4 From September 2022, when the new SLA year commenced, HSU returned to delivering on-site visits for the audit programme throughout the year. Schools have been recommended to receive either a 'full management audit' option or fire risk assessment as required.

2.2.5 Within the current SLA Year, a total of 35 schools have received an on-site audit. The type and number of visits are shown in Table 3.

Table 3: All schools on-site visits by type and number

Audit Type	Number
Fire Risk Assessment	20
Full Audit	15
Bespoke Audit (Site Manager)	1
Total	36

2.2.6 For our Trafford Community schools, table 4 highlights the number and type of visits completed and the performance of those schools who received a full audit. Five community schools achieved a good or excellent score. The two schools that received a fair/poor score are being fully supported in progressing their action plan to make required improvements

Table 4: Community Schools on-site visits by type, number and performance.

Full Audit	Excellent (91-100%)	4
	Good (75-90%)	2
	Fair (50-74%)	1
	Poor (0-49%)	1
Bespoke Audit	N/A	1
FRA	N/A	14
Total		23

3. Health and Wellbeing Support

3.1 The wider HR Service in conjunction with partners and staff groups has continued to deliver a range of interventions for our workforce and provide, promote and signpost a wealth of support in line with our *EPIC You* Health and Wellbeing Strategy.

3.2 The legacy impact of the pandemic and other recent factors such as the cost of living and financial concerns have continued to drive wellbeing as an integral and vital aspect of staff support. The strategy and operational group to support that strategy, have been reviewed and refreshed in 2022-23.

3.3 Table 5 summarises the themes and interventions that have been delivered during this reporting period

Table 5: EPIC You Health and Wellbeing Activities and Support

Activity	Details
Trafford Support Services	<ul style="list-style-type: none"> • Trafford Staff Mental Health First Aid Network: Promoting our trained volunteers who are a point of contact if colleagues are experiencing a mental health issue or emotional distress. We have 14 mental health first aiders. • Trafford Employee Assistance Programme: 24/7, easy to access confidential support. Unlimited access to information and counselling
Tea and Talks	<ul style="list-style-type: none"> • Tea and Talk sessions hosted monthly by our mental health first aiders aimed at supporting staff to connect and take some time out from pressures of work and home life.
Staff Support Sessions	<ul style="list-style-type: none"> • Training: A menopause lunch and learn session for managers and colleagues held in February covering the symptoms of the menopause, attended by 25 colleagues. Feedback from attendees was taken to support our corporate offer in this area which will include a review of our intranet resources a regular timetable of awareness sessions for managers and staff • 'Let's Talk' Sessions: Recent 'Let's Talk' sessions for leaders and all colleagues have included a focus on our approach to hybrid working, computer workstation health and wellbeing and the 'Your Safety, Your Wellbeing' health and safety initiative. • Mindful Mondays – A colleague from Childrens Services, who has completed mindfulness training, is running a monthly mindfulness drop-in session for staff, each session has a different theme and includes some mindfulness practice. • EPIC Manager Health and Wellbeing Module: Launch of this module as part of the EPIC Manager programme to ensure managers are able to support the wellbeing of their teams.
Wellbeing campaigns and events	<ul style="list-style-type: none"> • Active Travel Events: The Staff Active Travel Group promoted and ran a range of active travel events including 'Active Travel Week' in May 2022 (cycle servicing, led walks, try a bike) and promoting the campaigns 'Cycle September', 'Winter Wheelers' and 'National Walking Month' • Lunch and Learn sessions: Three sessions focused on financial wellbeing and the support available to help colleagues to make the most of their money. Delivered by Welfare Rights Team and Money & Pensions Service.
Health and Wellbeing Guidance and Support	<ul style="list-style-type: none"> • Cost of Living Resources: Worked with staff networks and Family Information Service to provide a central resource of 'cost of living' information, resources, and support. Held on the Trafford Directory and linked from our wellbeing intranet page.
Health and Wellbeing / EDI Diagnostic Tool	<ul style="list-style-type: none"> • Wellbeing and EDI self-diagnostic tool: Worked with our Health and Wellbeing Core Strategy Group and Equality, Diversity and Inclusion Steering Group to develop the tool, using workplace charters and other organisation examples, to identify best practice for our workforce policies and practices. This combined with national, local and organisational wellbeing and EDI data will inform the areas where we can improve our offer.
Health and Wellbeing / EDI Campaign Calendar	<ul style="list-style-type: none"> • Campaign Calendar: Working with Public Health colleagues and our equality groups, a shared calendar of health & wellbeing / equality campaigns has been developed to prioritise to support forward-planning and alignment of campaigns with our corporate priorities supported by relevant data.

4. Accident statistics

4.1 Overview

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

4.1.2 During 2022-23, we have seen a notable increase in reported incidents with 195 incidents reported from our services and schools compared to 136 incidents reported in the previous year (an increase of 37 incidents). In comparing the figures to previous 6 years (taking into account the lower figures during the pandemic), it is also evident that this is the highest reported number over this period, with the figures also above pre-pandemic reporting levels as shown in table 6:

Table 6: Reported accidents to the HSU by year

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
No of accidents	175	174	136	69	158	195

4.1.3 The increase does raise caution and a need for further analysis of the data to consider the potential reasons for the increase and any interventions required. Tables 7 and 8 provide a breakdown of these incidents by service area, directorate and type of accident and allow some further analysis to be made.

Table 7: Numbers of accidents by directorate and service area

Directorate	Service Area	No of incidents
Adults Services	Adults Neighbourhood Teams	14
	Provider Services	1
Total		15
Childrens Services	Education Standards, Quality and Assurance	21
	Childrens Social Care	1
Total		22
Governance and Community Strategy	Democratic Services	1
Total		1
Place	Growth, Communities and Housing	2
	Regulatory Services	3
	Development and Estates	1
Total		6
Strategy and Resources	Human Resources	1
	Catering Operations	7
	Cleaning Support Services	1
	Schools Crossing Patrol	1
	Music Service	1
	Customer Services	8
Total		19
Schools	Community Schools	35
	Special Schools	114
Total		132
Total Accidents		195

Table 8: Type of accident by directorate

Type of accident	Directorates – See Key Below							Total
	A	B	C	D	E	F	G	
Contact with hot surface/substance	0	0	0	0	0	2	1	3
Contact with moving plant/machinery	0	0	0	0	0	1	0	1
Fall from height	0	0	0	0	0	0	1	1
Fall on stairs	0	0	0	0	1	0	0	1
Hit by moving, flying or falling object	1	1	0	0	0	2	8	12
Hit something fixed or stationary	0	0	0	0	0	0	4	4
Moving and handling	0	0	0	0	0	1	1	2
Other kind of incident	0	0	0	0	2	1	5	8
Physical Assault	11	13	0	0	0	0	83	107
Road Traffic Collision	1	1	0	0	0	0	0	2
Slipped, tripped, fell on same level	0	5	0	0	0	6	12	23
Striking against object	0	0	0	0	1	0	3	4
Trapped	0	1	0	0	0	0	3	4
Verbal assault, threats or Intimidation	2	1	0	1	2	6	11	23
Totals	15	22	0	1	6	19	132	195

A – Adults

B - Childrens

C - Finance and Systems

D - Governance & Community Strategy

E - Place

F - Strategy and Resources

G – Schools

4.2 Reports by Directorate/School

- 4.2.1 Adults services have reported 15 incidents in 2022-23 compared to 8 in the previous year. The main increase is related to physical assault incidents (11) involving adults with challenging behaviour within the Supported Living Service.
- 4.2.2 Numbers of reports from Children’s Services are the same as the previous year (22) with the majority of incidents again relating to reports of physical assault on Trafford School Transport from pupils with challenging behaviour.
- 4.3.3 Finance and Systems have reported no incidents again within their services which are mainly office based and Governance and Community Strategy have just one reported incident of verbal aggression from a member of the public
- 4.3.4 There were 6 reported incidents from Place in 2022-23 compared to 3 in the previous year. Two of these related to verbal aggression from members of the public with one involving a security breach into the building from a service user of the HOST service at Sale Waterside.
- 4.3.5 Strategy and Resources reported 19 incidents in 2022-23 compared to 12 in the previous year. Six of these incidents related to verbal aggression/intimidation from members of the public including 5 related incidents within our main building reception areas. Most other incidents related to slip/trip incidents (6) mainly in our OSfE services (catering, cleaning, and school crossing patrol). Other reports were a variety of unrelated incidents.

4.3.6 Reports from our community schools increased this year at 132 incidents compared to 112 the previous year. The majority of reports, as in previous years, was for physical assaults to staff from children with challenging behaviour (83) mainly within our special schools, however this number was very similar to the previous year (84). There has been an increase in reports of verbal aggression again relating to special schools, which has been encouraged by HSU with schools to ensure such incidents are reported, as they can be a precursor to further incidents and potential physical incidents. The secondary main cause of incidents were a variety of slip/trip/fall incidents (12) in the school setting.

4.3 Types of accidents

4.3.1 As in previous years, and highlighted in the Directorate breakdown of incidents, violence and aggression accounted for most incidents reported to the HSU.

4.3.2 Analysis indicates that physical assault (including a wide range of physical incidents due to aggressive behaviour) accounted for 107 incidents compared to 97 the previous year. These occurred mainly in adult social care, special schools and Trafford transport provision when managing challenging behaviour.

- An increased number of reports was mainly noted for Supported Living. The service is currently being advised by HSU with themed support sessions that include the reporting and management of incidents.
- HSU have worked with a special school to review their updated behaviour management strategies to assess the potential positive impact on reducing incidents. We have also linked with the SEN Advisory Service for their support on how schools can manage incidents through the effective review of their behaviour plans. Managing violence and aggression continues to form part of the school audit process.
- HSU continue to support the School Transport Service as required, in their management and response of incidents of challenging behaviour.

4.3.3 We have seen an increase in incidents of verbal assault, threats or intimidation with 23 reported incidents compared to 10 the previous year.

- HSU have promoted the importance of incident reporting to schools including reports of significant verbal threats and aggression to support behaviour management. An improved reporting link is also available for them to access. This may account in part to increased reports from schools (11 reports).
- As part of the security review project work highlighted in section 2.1.8, we have also improved the capture of data on incidents within our buildings from services and our security teams. Five related incidents of verbal aggression within our main reception areas were managed through a multi-disciplinary team approach between the Health and Safety Unit, Emergency Planning, Security Teams, Community Safety and Legal Services. This work will continue to promote and encourage reporting of verbally aggressive incidents, which can have a significant impact on staff wellbeing, and allow for any management strategies to be put into place for potential further incidents.

4.3.4 Slips and trips accidents accounted for 23 incidents and incidents involving contact with objects (falling or moving) numbered 8 incidents. These mainly occurred within a school or school catering/cleaning environment. These involved a variety of circumstances and were not related.

4.3.5 Only 2 reports were submitted for moving and handling injuries. This is very encouraging given the substantial amount of work delivered for moving and handling assessment/training and also workstation assessment support.

4.4 Rate of reportable injuries to staff

4.4.1 There have been 8 incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive. These incidents are shown in Table 9

Table 9: RIDDOR reportable incidents details

RIDDOR Type	Details
Over 7-day absence	Teaching staff bruised from a door frame after pupil pushed by them
	Teaching assistant injured back when on play equipment at play centre
	Site manager fall from ladder
	Cook injured hand from food mixer
	Childcare Worker struck on ankle by a metal sensory ball
Specified injury	Teaching staff struck by rounders bat (fractured arm)
	Teaching assistant slipped on items in the classroom (fractured wrist)
	Cleaner injured from trip incident (fractured wrist)

4.5 Accident Summary

4.5.1 An increase in reported incidents for 2022-23 is noted. This does highlight a need for focus and monitoring of the incident trends, but the issues identified do have priority interventions in place to manage those risk areas.

4.5.2 The ‘Your Safety, Your Wellbeing’ initiative will continue to raise the importance of incident reporting. It is vital that we have a culture within services and schools to report incidents, including ‘near misses’ and incidents of verbal threats or intimidation, to accurately capture the risks and target appropriate interventions. As such we may continue to see improved levels of reporting.

4.5.3 The Trafford Internal Security Review Project is also improving the collation of data for reporting incidents (e.g. from our security teams and services) relating to security and volatile and aggressive incidents from members of the public. This has also contributed to the increase in reports seen in 2022-23.

5. Continued delivery of health and safety support services

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

5.2 Guidance review and update

The following guidance detailed in Table 10 has been completed or is currently in progress.

Table 10: Key work programme actions completed or being progressed by HSU

Area of development	Actions	Status
Corporate and school guidance review	Corporate Health and Safety Policy updated	Completed
	'Your Safety, Your Wellbeing' intranet pages & bite sized guides	Completed
	Risk Assessment Guidance for Managers Updated	Completed
	Fire policy updated	Completed
	Fire safety guidance for premises managers updated	Completed
	Fire Information bulletin for Supported Living on relevant updated fire management requirements	Completed
	Lone Working and Personal Security Guidance updated	Completed
	Managing Violence and aggression guidance updated	Completed
	Moving Handling People Guidance for Services and Schools	In progress
Schools hot weather guidance provided	Completed	
Fire Evacuation arrangements	Review of fire precautions and fire register arrangements for our Council buildings following reintegration of staff	Completed
	Fire safety evacuation for persons requiring assistance updated	Completed

5.3 Training

The HSU has continued to work with the Learning and Development Team to provide essential training as detailed in table 11.

Table 11: Training delivered April 2022-March 2023

Course/Training	Number of Courses	Number trained
Emergency First Aid at Work	5	33
First Aid at Work (3 day)	5	31
First Aid at Work refresher	1	3
Moving and Handling & Fire Safety Awareness (Supported Living)	5	44
Fire Evacuation Chair Training	2	9
Fire Safety and Evacuation Training (Services)	2	17
Moving and Handling Induction (Adults)	5	23
Moving and Handling Update Training (Adults)	2	13
Moving and Handling Object Training (Pest Control)	1	2
Moving and Handling induction (TTCU)	1	7
Moving and Handling Risk Assessment Training	2	2
Moving and Handling Quickmove equipment training	4	28
Online General Manual Handling	-	52
Online Health & Safety in the workplace	-	281
Online Health and Safety: Health and Social Care	-	111
Team Teach (positive behaviour management)	3	26

5.4 **Requests for service**

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

5.5 **Display screen equipment (DSE) assessments**

A total of 42 complex DSE (computer) workstation assessments have been carried out by the HSU for employees. These included supporting colleagues working from home and those with more complex health needs.

5.6 **Events consultation**

HSU act an internal consultee for any organised events taking place on Council land. They also provide advice and guidance for events organised by the Council and attend multi-agency safety advisory groups as required. This includes the review of risk assessments and event safety plans for an event to be managed and run safely. Within this reporting period, HSU reviewed 65 events which in addition to the usual types taking place (community fetes, sporting events, outdoor productions etc.), also included an increased volume during the year to coincide with special occasions such as the late Queen's Jubilee.

5.7 **Moving and handling support**

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

5.7.2 As detailed in Table 11, a substantial programme of moving and handling training has been delivered including:

- Induction and updates for Ascot House and Care at Home staff. This continues to be supported with an online moving and handling training and support package. Specific new equipment training has also been provided to staff in Ascot House. The Moving and Handling Lead is often based at Ascot House to provide support on moving and handling issues.
- Awareness training for all Supported Living staff (also includes fire safety awareness delivered in conjunction with the Fire Lead).
- Trusted assessor training was delivered at the start of the financial year, involving working collaboratively with the TLCO to deliver innovative training that enables social care staff to order assessed equipment needs quickly and relieve the pressures on hospital discharges. Dates are now being arranged for further training.
- Object handling for the pest control team as part of the physical role they undertake.

5.7.3 The start of the academic year in 2022, saw a dramatic increase in moving and handling referrals from schools for children with special educational needs as they started the new term. There were 23 cases supported by the Council's Moving and Handling Lead and Consultant. In response to this, collaborative work between HSU, SEN Advisory Service, NHS Lead Physiotherapist and Occupational Therapist is currently underway to update the moving and handling guidance for schools and the processes in place to support these moving and handling referrals. This should support improved communication and service to the schools.

5.7.4 In addition to direct moving and handling support, our Lead also works closely with our Contracted Moving and Handling Consultant on complex workplace assessments. This includes vocational rehabilitation assessments to support staff with health conditions to stay in work or return to work. Catering and Cleaning Services were assisted with this support for two cases during 2022-23.

5.8 **Fire safety**

5.8.1 The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services to ensure we meet our duties under relevant fire legislation.

5.8.2 Fire safety evacuation information and briefings have been provided as staff returned to our offices in April. Regular communications have also been provided through the year on the arrangements in place. Fire safety guidance for premises managers has been updated to provide advice as to their responsibilities for fire safety.

5.8.3 Fire evacuations drills were completed at Trafford Town Hall and Sale Waterside to test arrangements at our main administrative buildings. They were also completed at Timperley, Hale and Altrincham libraries, the latter being a joint exercise with the NHS, due to being based in an NHS building. Fire evacuation training was delivered to services including the Arts Centre, Library Service and a Children's Home.

5.8.4 The Fire Lead completed 20 fire risk assessments at school premises and also supported with fire consultation for new building works within 4 schools.

5.8.5 HSU have worked our Estates Team and Amey to review fire risk assessment provision for the Trafford Estate. A revised programme of fire risk assessments was completed to ensure we maintain our legal duties under fire legislation.

6. **Conclusion**

6.1 The report has highlighted a range of health, safety and wellbeing work delivered as part of the HSU work programme. There has been a refreshed focus on our proactive auditing and support programme for services and schools as well as specific projects to improve the safety, security and wellbeing of our workforce.

6.2 An increase in reported incidents for 2022-23 has been noted. This highlights a need for vigilance in the specific areas highlighted as part of the analysis within the report, however priority interventions are in place to monitor and manage those risk areas.

6.3 There has been the launch and continued promotion of our health and safety initiative 'Your Safety, Your Wellbeing' to re-energise and engage with services on effective health and safety management. This will continue to form an integral part of our service delivery, promotion and communication.

6.3 Schools are supported through the comprehensive Health and Safety SLA arrangements and are receiving full support through on-site audits and advice/guidance available through our Senior Health and Safety Advisors.

6.3 The highlighted work will continue through 2023-24 and updates will be provided through our JCC/JCP consultation arrangements, relevant updates to our Employment Committee and Corporate Leadership Team and within the 6 month and Year end Corporate Health and Safety reports.

Council – 19 July 2023

Labour Amendment to motion 8c – Tackling Damp and Mould in Trafford's Social Housing

As a council, we ~~must lead~~ **are already leading** from the front to ensure our residents benefit from safe and secure housing. As such, this Council ~~must ensure~~ **will continue to monitor** that **social** housing stock is maintained to the highest quality. This is especially the case for socially rented properties. Many housing association properties in Trafford are affected by damp and mould. Poor living conditions are a major risk to the health and wellbeing of some of the most vulnerable people in society, especially children and the health impacts, both physical and mental, of living with damp and mould can be devastating.

Therefore, this Council acknowledges:

- The tragic death of the two-year old Awaab Ishak as a result of chronic exposure to mould within his family's one-bedroom flat in Rochdale.
- The failure of Rochdale Boroughwide Housing to maintain the property and fix the mould issue that led to Awaab's death.
- That there is no room for complacency. Without **ongoing** serious action to tackle damp and mould, a tragic case like this could happen in Trafford.
- The subsequent letter written by the Secretary of State for Levelling Up, Housing and Communities to council leaders and social housing providers stating that damp and mould complaints must be handled "with sufficient seriousness".

Note that since the letter received by the SoS, we have done the following regarding damp and mould:

- **Created a link on the Council's website to an advice leaflet on damp and mould - [Disrepair in private rented properties \(trafford.gov.uk\)](https://trafford.gov.uk/disrepair-in-private-rented-properties)**
- **Set up a new code on our case management system to be able to report specifically on the number of complaints received about damp and mould growth**
- **Completed and returned the data collection request received by the SoS following their initial letter**
Changed our procedure to ensure that all tenants who contact us about damp and mould are emailed a link to the advice leaflet above (or provided another way if not by email)
- **Note the creation of a £15m fund by GMCA called the Social Housing Quality Fund to help improve properties suffering with severe mould and damp.**

- The creation of, and subsequent transfer of housing stock to, Housing Associations does not render local authorities powerless to improve the lives of tenants.
- That under the Housing Act 2004, Trafford has a legal duty to review housing conditions in their district, identify actions required to remedy 'category 1 hazards' and then - to quote legislation - "they must take the appropriate enforcement action in relation to the hazard".
- That under the Environmental Protection Act 1990, mould is designated as a 'category 1 hazard', meaning that local authorities can serve hazard awareness and improvement notices and can also take other emergency action, where housing associations are falling short.

Therefore, this Council resolves to ask all housing associations with properties in Trafford to:

- Ensure they prioritise damp and mould complaints and resolve them without delay.
- Identify and prioritise vulnerable tenants dealing with damp and mould issues - particularly the very young, the very old and those with chronic lung conditions.
- Prioritise these vulnerable tenants by actioning repairs to areas of their homes that can prevent damp and mould. For example, clearing guttering, sealing windows, replacing faulty extraction fans in bathrooms and kitchens as well as providing cavity wall insulation.
- Conduct a full damp and mould survey of properties in Trafford and provide an action plan for reparatory works.
- Provide tenants with actionable guidance for preventing damp and mould, beyond advice to simply 'wipe it off'. This work should be amplified by the council's communications team.
- Provide specific training to call handlers on how to advise tenants telephoning or emailing about their damp and mould problems.
- Inform all tenants on the process for raising and tracking a damp or mould complaint.
- Ensure all councillors are given the opportunity to attend regular inspection walkabouts with housing officers.
- Recognise that this issue is not solely an issue within a social housing environment and that in conjunction with Trafford and the other nine boroughs, GMCA has created the New Deal for renters which specifically aims to improve conditions in the private rented sector.

This Council further resolves to:

- **Continue to** Work constructively with housing associations to deliver meaningful improvements for social housing tenants, ~~too~~ many of whom are left without proper protection or recourse when they encounter a damp or mould issue.
- Where progress is too slow, to use powers including but not limited to hazard awareness notices and hazard improvement notices to ensure that damp and mould complaints are treated with the urgency they are due.
- To ask the Leader of the Council to write to all housing associations outlining the above resolutions and stating this council's strongly held view that nobody should have to live in a damp, cold or unsafe home.

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Council – 19 July 2023

Conservative Amendment to motion 8c – Tackling Damp and Mould in Trafford's Social Housing

As a council, we must lead from the front to ensure our residents benefit from safe and secure housing. As such, this Council must ensure that housing stock is maintained to the highest quality. This is especially the case for socially rented properties. Many housing association properties in Trafford are affected by damp and mould. Poor living conditions are a major risk to the health and wellbeing of some of the most vulnerable people in society, especially children and the health impacts, both physical and mental, of living with damp and mould can be devastating.

Therefore, this Council acknowledges:

- The tragic death of the two-year old Awaab Ishak as a result of chronic exposure to mould within his family's one-bedroom flat in Rochdale.
- The failure of Rochdale Boroughwide Housing to maintain the property and fix the mould issue that led to Awaab's death.
- That there is no room for complacency. Without serious action to tackle damp and mould, a tragic case like this could happen in Trafford.
- The subsequent letter written by the Secretary of State for Levelling Up, Housing and Communities to council leaders and social housing providers stating that damp and mould complaints must be handled "with sufficient seriousness".
- The creation of, and subsequent transfer of housing stock to, Housing Associations does not render local authorities powerless to improve the lives of tenants.
- That under the Housing Act 2004, Trafford has a legal duty to review housing conditions in their district, identify actions required to remedy 'category 1 hazards' and then - to quote legislation - "they must take the appropriate enforcement action in relation to the hazard".
- That under the Environmental Protection Act 1990, mould is designated as a 'category 1 hazard', meaning that local authorities can serve hazard awareness and improvement notices and can also take other emergency action, where housing associations are falling short.

Therefore, this Council resolves to ask all housing associations with properties in Trafford to:

- Ensure they prioritise damp and mould complaints and resolve them without delay.
- Identify and prioritise vulnerable tenants dealing with damp and mould issues - particularly the very young, the very old and those with chronic lung conditions.
- Prioritise these vulnerable tenants by actioning repairs to areas of their homes that can prevent damp and mould. For example, clearing guttering, sealing windows, replacing faulty extraction fans in bathrooms and kitchens as well as providing cavity wall insulation.
- Conduct a full damp and mould survey of properties in Trafford and provide an action plan for reparatory works.
- Provide tenants with actionable guidance for preventing damp and mould, beyond advice to simply 'wipe it off'. This work should be amplified by the council's communications team.
- Provide specific training to call handlers on how to advise tenants telephoning or emailing about their damp and mould problems.
- Inform all tenants on the process for raising and tracking a damp or mould complaint.
- Ensure all councillors are given the opportunity to attend regular inspection walkabouts with housing officers.

This Council further resolves to:

- Work constructively with housing associations to deliver meaningful improvements for social housing tenants, too many of whom are left without proper protection or recourse when they encounter a damp or mould issue.
- Where progress is too slow, to use powers including but not limited to hazard awareness notices and hazard improvement notices to ensure that damp and mould complaints are treated with the urgency they are due.
- To ask the Leader of the Council to write to all housing associations outlining the above resolutions and stating this council's strongly held view that nobody should have to live in a damp, cold or unsafe home.
- **Compel Housing Associations to provide alternative accommodation whilst works are being undertaken in cases that are deemed un-inhabitable by environmental health.**