

# Public Document Pack



## TRAFFORD COUNCIL

18 March 2014

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, 26 MARCH 2014, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

- |  | <b>Pages</b> |
|--|--------------|
| <b>1. Minutes</b>  |              |
| To approve as a correct record the Minutes of the following meetings for signature by the Mayor as Chairman:   |              |
| (a) Minutes of the Meeting of the Council held on 22 January 2014; and   | 1 - 12       |
| (b) Minutes of the Special Meeting of the Council held on 13 March 2014.   | 13 - 16      |
| <b>2. Announcements</b>  |              |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairmen of Scrutiny Committees and the Head of Paid Service.                                |              |
| <b>3. Greater Manchester Police Performance</b>  |              |
| To receive a presentation from Superintendent Jim Liggett, Greater Manchester Police.  |              |
| <b>4. Questions By Members</b>   |              |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairman of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. |              |

**5. Membership of Committees**

To note that the appointment of Councillor Boyes as a member of Standards Committee, with effect from 27 November 2013 as a replacement for former Councillor Weston, has been agreed by the Chief Executive, in consultation with the Leader of the Council.

**6. Outside Body Appointments**

To note that the Chief Executive, in consultation with the Leader of the Council, has agreed to amend the Council's representation on outside bodies, as follows:

- a) AGMA Executive Board - Councillor Anstee  
Councillor Michael Young (Substitute)  
Councillor Hyman (Substitute)
- b) GM Combined Authority - Councillor Anstee  
Councillor Michael Young (Substitute)
- c) GMCA Leaders Portfolio:  
Lead Leader for Transport - Councillor Anstee
- d) AGMA/GMCA Standards Committee - Councillor Michael Young
- e) AGMA/GMCA Regional Leaders Board - Councillor Anstee
- f) GM Police and Crime Panel - Councillor Anstee
- g) Transport for Greater Manchester Committee - Councillor Anstee (with effect from 1 April 2014)  
Councillor Mrs. Reilly
- h) GM Local Transport Body - Councillor Anstee
- i) Local Enterprise Partnership - Councillor Anstee
- j) GM European Programmes Local Management Committee - Councillor Anstee
- k) Local Government Assoc. General Assembly - Councillor Anstee  
Councillor Michael Young  
Councillor Mrs. Evans  
Councillor Acton

**7. Greater Manchester Police Representation on Trafford Health and Wellbeing Board**

To consider a report of the Corporate Director Children, Families and Wellbeing.

**8. Officer Scheme of Delegation**

To consider the delegation of Environment, Transport and Operations functions to the Corporate Director Economic Growth and Prosperity.

**9. Trafford Community Infrastructure Levy: Adoption**

To consider a report of the Corporate Director Economic Growth and Prosperity, which is expected to be referred from the Executive meeting on 24 March 2014.

*(Members are requested to refer to the report circulated in respect of Agenda Item 7 for the Executive meeting on 24 March 2014.)*

**10. 6 Month Corporate Report on Health and Safety - 1 April - 30 September 2013**

To consider a report of the Executive Member for Transformation and Resources, recommended to the Council by the Executive at its meeting held on 24 February 2014.

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**11. Motions**

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

**(a) Motion Submitted by the Conservative Group - Biomass Plant, Davyhulme**

Trafford Council and the residents of Trafford continue to be extremely concerned about the health hazards posed by the proposed biomass incinerator in Davyhulme and surrounding areas, where the levels of nitrogen oxides are very high and will worsen with the completion of the incinerator.

The Council notes the failure of Peel Energy to take into account the clearly expressed opposition of Trafford residents and their elected representatives over the building of this plant, due to their valid concerns over air quality and requests that Peel Energy reconsiders its decision to proceed with the biomass plant and take no steps to commence construction.

The Council will continue to support our local community to the best of its ability.

**(b) Motion Submitted by the Conservative Group - Reshaping Trafford**

The Council welcomes the steps taken to explore the continued provision of services and sustainability of jobs through a potential development of partnership arrangements within waste, highways and asset management services.

Continued ...

By exploring all options for the protection and continued provision of key front line services, the Council recognises the pro-active approach of the Conservative administration to ensure the Borough is resilient as it can be in facing future financial challenges.

Council notes the failure of the opposition Labour party to suggest any alternatives demonstrating they have no idea, no clue and no plan for the residents of this Borough.

**(c) Motion submitted by the Labour Group - Air Pollution**

This Council is extremely disappointed that its Appeal against the Barton Renewable Energy Plant (Davyhulme Incinerator) was rejected last month. For the Government to allow such a development against unanimous public, Council and Planning Committee opposition flies in the face of democracy and the Localism Act.

This has taken place against the background of a recent European Commission decision to prosecute the UK for infringements of air quality standards which includes areas such as Greater Manchester.

Council recognises that the Environment Agency is not able to protect the air we breathe, because they are unable to refuse Environmental Permits to incinerators, do not undertake unannounced monitoring visits to polluting processes, and allow companies with polluting process to carry out their own air pollution measurements.

We believe that in Trafford air pollution is getting worse, particularly in Davyhulme, and we have to take steps to prevent the consequential health risks to the local population, especially the children.

Therefore this Council resolves to:

- Extensively measure and monitor air quality throughout the borough to establish how big the problem is. This requires investment beyond the Government's guidelines, so that we can monitor nitrogen dioxide, sulphur dioxide, PM10 particulates, PM2.5 particulates, PM1 particulates, dioxins, 12 heavy metals including arsenic, 1,3 butadiene, etc.
- Ensure that Trafford Council's planning policy protects the people of Trafford from further air pollution and does not favour companies that will pollute Trafford's air.
- seek out companies/processes that already pollute Trafford's air and take the necessary steps to clean up or close down those processes.
- put forward a proposal to the Secretary of State under the 2007 Sustainable Communities Act, to give Trafford Council the authority to prevent the construction and operation of a power

Continued ...

plant, incinerator or Part A process, that reduces the air quality in areas subject to regular air quality monitoring. This would include schemes such as the Barton Renewable Energy Plant in Davyhulme.

- Engage with Peel Energy and its parent company in a strong stance to deliver an unambiguous message that the residents of Trafford remain of the steadfast view that the plant should not be built now, or at any time in the future, and it is a message that Peel should heed.

**(d) Motion submitted by the Labour Group - Accident and Emergency Services**

This Council is deeply concerned about the A&E services for Trafford residents following the recent downgrading of vital services at Trafford General. This has resulted in significant A&E waiting times and pressure at Wythenshawe hospital, which is creating a great deal of problems for patients. It is clear that these problems are as a direct result of the decision of Government Secretary of State Jeremy Hunt to downgrade A&E and other services at Trafford General.

Therefore we call on the Council to write directly to the Secretary of State for Health outlining our concerns, and ask him to intervene and get a grip of this growing problem.

**(e) Motion submitted by the Labour Group - Clean Streets**

The recent decisions by the Council Executive to remove the Environment Enforcement team, charge people for the cost of a replacement wheelie bins, and the proposal to remove most of the recycling centres across the Borough does absolutely nothing to improve the general cleanliness of our Borough, and contributes significantly to the decline.

This Council is concerned about the increase in fly-tipping and in some areas dirty streets and rubbish strewn in alleyways and the general decline in cleanliness of the Borough.

We therefore call on the Council to review the recent decisions with a view to ensuring that services across the street-scene, open spaces, alleyways and parks are improved for the well-being of our residents.

**(f) Motion submitted by the Labour Group - Service Privatisation**

The Council is deeply concerned by the Council Executive's race to privatise whole sections of Council services in Trafford. Not only Waste collection, which is already privatised, they propose, Grounds Maintenance, Street Cleaning, Highways, Street Lighting, Asset Management and much more in Technical Services.

It is clear that the Conservatives have an ideological desire to privatise as much as they can. They have already sold off all the Council Elderly Persons Homes and put the care of our elderly people into the private sector.

This latest privatisation proposal will affect over 300 Trafford Staff, which puts their jobs and terms of conditions and pay at risk. We have seen time and time again when the private sector has taken over public services they fail, for example G4s, SERCO. Even when the privatisation has not failed operationally, we have seen too many instances of extra hidden costs and burdens being placed on the public purse.

We call on the Council to consider reshaping the Highway Services, Grounds Maintenance, Street Cleaning, street Furniture and those Technical Services in LOT 3, with a view to providing these services in-house.

Yours sincerely,



**THERESA GRANT**  
Chief Executive

#### Membership of the Council

Councillors D. Butt (Mayor), E.H. Malik (Deputy Mayor), D. Acton, S. Adshead, S. Anstee, Dr. K. Barclay, J. Baugh, J. Bennett, Miss L. Blackburn, R. Bowker, C. Boyes, H. Boyle, Mrs. A. Bruer-Morris, J. Brophy, B Brotherton, D. Bunting, C. Candish, R Chilton, M. Colledge, Mrs. L. Cooke, M. Cordingley, M. Cornes, J. Coupe, Mrs. P. Dixon, A. Duffield, Mrs. L. Evans, T. Fishwick, M. Freeman, P. Gratrix, J. Harding, D. Higgins, J. Holden, M. Hyman, C. Hynes, D. Jarman, P. Lally, J. Lamb, J. Lloyd, A. Mitchell, P. Myers, D. O'Sullivan, I. Platt, K. Procter, D. Quayle, J.R. Reilly, Mrs. J. Reilly, B. Rigby, T. Ross, B. Sharp, B. Shaw, J. Smith, E.W. Stennett, N. Taylor, S. Taylor, L. Walsh, Mrs. V. Ward, A. Western, D. Western, M. Whetton, Mrs. J. Wilkinson, A. Williams, M. Young and Mrs. P. Young

#### Further Information

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

Ian Cockill, Democratic Services Officer  
Tel: 0161 912 1387  
Email: [ian.cockill@trafford.gov.uk](mailto:ian.cockill@trafford.gov.uk)

This Summons was issued on **Tuesday, 18 March 2014** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

## TRAFFORD BOROUGH COUNCIL

19 FEBRUARY 2014

### PRESENT

The Worshipful the Mayor (Councillor Dylan Butt), in the Chair.

D. Acton	J. Coupe	Mrs. J. Reilly
S. Adshead	Mrs. P. Dixon	B. Rigby
S. Anstee	A. Duffield	T. Ross
Dr. K. Barclay	Mrs. L. Evans	B. Sharp
J. Baugh	M. Freeman	B. Shaw
J. Bennett	P. Gratrix	J. Smith
Miss L. Blackburn	D. Higgins	E.W. Stennett
R. Bowker	J. Holden	N. Taylor
C. Boyes	M. Hyman	S. Taylor
H. Boyle	C. Hynes	L. Walsh
Mrs. A. Bruer-Morris	D. Jarman	Mrs. V. Ward
J. Brophy	P. Lally	A. Western
B Brotherton	J. Lamb	D. Western
D. Bunting	J. Lloyd	M. Whetton
C. Candish	A. Mitchell	Mrs. J. Wilkinson
R Chilton	P. Myers	A. Williams
M. Colledge	D. O'Sullivan	M. Young
Mrs. L. Cooke	K. Procter	Mrs. P. Young
M. Cordingley	D. Quayle	
M. Cornes	J.R. Reilly	

### In attendance

Chief Executive	Ms. T. Grant
Corporate Director Children and Young People's Service	Mrs. D. Brownlee
Corporate Director Transformation and Resources	Mrs. W. Marston
Director of Finance	Mr. I. Duncan
Director of Human Resources	Ms. J. Hyde
Director of Legal and Democratic Services	Ms. J. Le Fevre
Head of Financial Management	Mr. I. Kershaw
Head of Human Resources Business Partnering	Ms. D. Lucas
Democratic Services Manager	Mr. P. Forrester
Democratic Services Officer	Mr. I. Cockill

### APOLOGIES

Apologies for absence were received from Councillors E.H. Malik, T. Fishwick, J. Harding and I. Platt.

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**77. MINUTES**

That, subject to the inclusion of Councillor Boyle in the list of attendances, the Minutes of the Meeting of the Council held on 22 January 2014, be approved as a correct record and signed by the Chairman.

**78. QUESTIONS BY MEMBERS**

The Mayor reported that a question had been received under Procedure Rule 10.2.

Councillor Mrs. Brophy asked the following question for which he had given notice:

*“Councillors will remember at a Trafford Council in October 2009 that I asked what we are doing to prepare for the increased risk of flooding in Trafford and across Greater Manchester due to climate change as outlined by the Head of the Environment Agency, in a speech around this time.*

*Many areas in the south of the country and beyond are experiencing unprecedented flooding. Only last week across the North West and locally in Trafford we had severe storms, which caused a number of trees in the Borough to come down and our motorways closed for periods of time. What is Trafford Council doing to ensure that our residents are protected and warned about flooding and other forms of extreme weather, as climate change starts to impact on all our lives?”*

Councillor Mitchell, Executive Member for Highways and Environment responded to the question and reported that in the last week Council officers had attended over 450 incidents in the Borough, responding to emergency calls that had come about as a result of the extreme weather. Most of these incidents related to fallen trees and to his knowledge none related to flooding.

In terms of flooding, Councillor Mitchell assured Members that the Council was active on several fronts to ensure that residents were protected from and warned about flooding and other forms of extreme weather. The Executive Member then outlined the work of the Council in this area, detailing:

work with the Environment Agency to ensure that water levels on the Borough’s main rivers were monitored; how flood warning information is disseminated; emergency plan operations; and regular discussions with Agency staff;

partnership working with the Association of Greater Manchester Authorities to update the Trafford Multi Agency Flood Response Plan and the Greater Manchester Strategic Multi-Agency Flood Plan;

requiring developers to address the issue of climate change, including flood risk, as part of their development proposals following the adoption of the Trafford Core Strategy in January 2012;



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publication, in response to the Pitt review and subsequent legislation, of the Council's first Draft Local Flood Risk Management Strategy on 17 February 2014 for a 6 week consultation.

Councillor Mitchell stated that the Council was in a very strong position to deal with extreme weather conditions, with a full management framework in place on a 24 hour 7 day basis. This incorporated senior management from the beginning and clear lines of communication. Reporting on the swift and effective response to the violent storms which occurred on 12 February 2014 and which did so much damage in Trafford, the Executive Member envisaged that all outstanding storm damage works would be completed by 28 February 2014.

In asking her supplementary question, Councillor Mrs. Brophy referred to the redeployment and restructuring of Environment Agency staff and concern that it would be properly prepared for further incidents, particularly given the response to her question in October 2009 which indicated that 300 homes had been identified by the Environment Agency as potentially at risk of flooding in the Timperley area alone. Councillor Brophy, therefore, asked as a supplementary question what support might be offered to people at risk?

Councillor Mitchell indicated that he was not aware of specific incidents that would cause concern with the Environment Agency and that a lot of its responsibility had transferred to the Council. This had given rise to the consultation document and he invited Councillor Mrs. Brophy to feedback her views.

#### **79. AMENDMENTS TO STANDING ORDERS - RECORDED VOTES**

The Director of Legal and Democratic Services submitted a report advising of new regulations in accordance with the Audit and Accountability Act 2014, requiring all councils to adopt the practice of requiring a recorded vote at Budget setting meetings. The report also advised of an expectation that those councils meeting before the regulations come into effect adopt the practice even though they are not legally required to do so at that point in time.

RESOLVED –

- (1) That the Council's Standing Orders be amended with effect from 25 February 2014 so as to include provisions requiring recorded votes at budget meetings as set out in the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014.
- (2) That, prior to the changes, recorded votes be held for all substantive motions agreeing the budget, setting council taxes or issuing precepts and any amendments proposed at the meeting.

#### **80. REVIEW OF POLITICAL BALANCE**

The Director of Legal and Democratic Services submitted a report advising on the political balance of the Council following the Broadheath by-election on 16 January 2014.

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RESOLVED: That the report be noted.

**81. TRAFFORD COUNCIL'S PAY POLICY STATEMENT FOR 2013/14**

The Director of Human Resources submitted a report providing Members with information relating to the Council's Pay Policy for 2014/15 in line with the requirements of the Localism Act 2011. The Pay Policy Statement had been recommended to the Council by the Employment Committee at its meeting held on 19 February 2014.

RESOLVED: That Trafford Council's 2014/15 Pay Policy Statement, as set out in the report, be approved.

**82. STOCKPORT, TRAFFORD AND ROCHDALE (STAR) JOINT PROCUREMENT SERVICE - APPOINTMENT OF DIRECTOR**

The Director of Legal and Democratic Services submitted a report on the process for the appointment of the Director of Stockport, Trafford and Rochdale Council's joint procurement service.

RESOLVED: That the Director of Finance, in consultation with the Director of Human Resources, be authorised to set up a process for the appointment of the Director of the STaR which allows members from Rochdale and Stockport to participate effectively in the process.

**83. BUDGET 2014/15**

(Note: PROCEDURAL ARRANGEMENTS - In respect of the main item of business on the agenda, the Mayor announced that the Leader of the Council (or his nominee) would have a maximum of 15 minutes to make the initial speech and a further maximum of 15 minutes to finish the debate. The Leaders of the Labour and Liberal Democrat Groups (or their respective nominees) would each have a maximum of 15 minutes to make their initial speeches and a further maximum of 5 minutes to wind up on behalf of their respective Groups. The Mayor also outlined the approach for dealing with amendments, should any be made to the main motion, and indicated that the mover of an amendment would have 5 minutes, whilst the time for all other speeches would be restricted to 3 minutes.)

The Executive Member for Finance presented a number of reports setting out the proposed budget for the forthcoming year, together with the recommendations from the Executive meeting held earlier that evening.

It was moved and seconded that the Executive's recommendations for the budget, circulated to Members at the meeting, be approved.

Councillors Brotherton and Bowker responded to the Motion on behalf of the Labour and Liberal Democrat Groups respectively. During his speech, Councillor Brotherton gave notice of a Motion under procedure rule 12 to adjourn the meeting. Accordingly, the Mayor proceeded to deal with the proposed adjournment.

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It was moved and seconded that:

“This Council condemns the Government austerity measures, as they relate to Local Authorities, which have resulted in unprecedented cuts to all Councils but particularly so in Greater Manchester and Metropolitan areas like Trafford.

Since 2010 the Council has already cut its budget by £61 million, a further budget cut of £17 million is proposed for 2014/15 and following the Chancellors announcement further cuts of around £54 million are projected in the following three financial years. This will represent a total of £132 million cut from the Council budget.

The largest share of the total cuts have come from Children and Young People and Older People Services, many of which are services that are provided to the most vulnerable people in Trafford, for example, 10 children centre closures, 4 elderly people home closures, day care centre for elderly people closed, swingeing cuts in social services, social worker numbers reduced, people with learning difficulties budget cut, youth services, connexions, advice services have all suffered significantly with deep cuts in funding.

This Council is rightly concerned for the vulnerable people who receive statutory services from the Council that they will suffer a loss of service and be put at risk, which in turn will put a huge strain on remaining staff. It is of further concern that the Council will be forced to remove those people who require lower levels of care from receiving any care whatsoever, which in the long term will require more resources as these residents slip into high dependency care earlier than they should have. This concern is shared by many Councils and Council Leaders up and down the Country, of all political persuasions.

This Council remains concerned that basic Council services like street cleaning, environmental enforcement, fortnightly collection of grey bins, park maintenance, repairs of roads and pot holes, library services, Sale Water Park, housing services, music service, education welfare officers, public protection officers and many more services are being run down to an unacceptable level.

The cuts represent over 1,000 job posts lost in Trafford and those who remain employed have had their wages drastically reduced in real terms.

The Council further notes the recent Manchester Evening News (MEN) editorial which revealed that the Council austerity cuts across Greater Manchester imposed by the Chancellor are not working. The figures revealed by experts indicate that: “far from reducing the cost of the public purse, taking funding away from our regions much needed services is pushing costs up by making people more dependent on the services that remain, most notably the health services”. Alongside the MEN report the Council also

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recognises the “cost of living crises” which is driving many people to become more dependent.

In light of the above the Council calls on the Government to review their austerity measures with a view to drawing an immediate halt to the cuts to local authorities. This would enable Trafford to present a balanced budget and fulfil our statutory duties, without the need to continue to make savage cuts to vulnerable people and maintain services across Trafford at least to the present level, without the need to raise the Council Tax for already hard pressed families.

The Council adjourns this meeting and gives notice to hold a further Council meeting on 5 March 2014 where a report will be submitted outlining a revised set of budget proposals taking account of the Government’s response to the Council’s representation.”

Following a debate on the matter, the Motion moved under procedure rule 12 was put to a recorded vote, in accordance with the decision of Council made earlier (Minute 79 refers). The result was as follows:

Those in favour of the Motion: Councillors Acton, Adshead, Baugh, Bennett, Boyle, Brotherton, Cordingley, Duffield, Freeman, Gratrix, Hynes, Jarman, Lloyd, O’Sullivan, Procter, Quayle, Ross, Smith, Stennett, S. Taylor, Walsh, A. Western and D. Western.

Those against the Motion: Councillors Anstee, Dr. Barclay, Miss Blackburn, Bowker, Boyes, Mrs. Brophy, Mrs. Bruer-Morris, Bunting, Candish, Chilton, Colledge, Mrs. Cooke, Cornes, Coupe, Mrs. Dixon, Mrs. Evans, Higgins, Holden, Hyman, Lally, Lamb, Mitchell, Myers, J.R. Reilly, Mrs. Reilly, Rigby, Sharp, Shaw, N. Taylor, Mrs. Ward, Whetton, Mrs. Wikinson, Williams, M. Young and Mrs. Young.

Those abstaining from voting: None.

With the result of the vote being 23 in favour and 35 against, with 0 abstentions, the Motion was declared lost.

The Council then turned to the debate on the main Motion.

(Note: During the debate on the Motion, the time being 8.43 p.m. the Mayor indicated that the length of speeches would now be restricted to a maximum of two minutes per speaker. With the time being 8.57 p.m., the Mayor further reduced speeches to 1 minute.)

In accordance with procedures agreed at the outset of the debate, the Political Group Leaders summarised the essential views of their respective group.

The Motion was then put to a recorded vote, in accordance with the decision of Council made earlier (Minute 79 refers). This result was as follows:

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Those in favour of the Motion: Councillors Anstee, Dr. Barclay, Miss Blackburn, Bowker, Boyes, Mrs. Brophy, Mrs. Bruer-Morris, Bunting, Butt, Candish, Chilton, Colledge, Mrs. Cooke, Cornes, Coupe, Mrs. Dixon, Mrs. Evans, Higgins, Holden, Hyman, Lally, Lamb, Mitchell, Myers, J.R. Reilly, Mrs. Reilly, Rigby, Sharp, Shaw, N. Taylor, Mrs. Ward, Whetton, Mrs. Wikinson, Williams, M. Young and Mrs. Young.

Those against the Motion: None.

Those abstaining from voting: Councillors Acton, Adshead, Baugh, Bennett, Boyle, Brotherton, Cordingley, Duffield, Freeman, Gratrix, Hynes, Jarman, Lloyd, O'Sullivan, Procter, Quayle, Ross, Smith, Stennett, S. Taylor, Walsh, A. Western and D. Western.

With the result of the vote being 35 in favour and 0 against, with 23 abstentions, the Motion was declared carried.

RESOLVED –

- (A) That the Council approves:
- (1) The net Revenue Budget for 2014/15 at £154.552 million, a decrease of £(4.451) million, or (2.8)%, when compared to the 2013/14 base budget of £159.003 million.
  - (2) The calculation of the Council Tax Requirement as detailed in Section 8 of the budget report and summarised in Appendix A to this document.
  - (3) The formal Council Tax Resolution, as required under statute and set out in (D) below.
  - (4) That there is no increase in the proposed Council Tax level for Trafford related services in 2014/15 (valuation bands are detailed at Annex F of the budget report).
  - (5) The Fees and Charges for 2014/15, as set out in the booklet available on the Council's web site, including specifically :
    - the decision to increase allotment fees by 50p per week for a standard and additional concessionary plot, and an increase in the concessionary charge for a first plot of 25p per week, all to be made in 2015/16.
    - delegation to Corporate Directors jointly with the Director of Finance of the authority to amend fees and charges during 2014/15 in the event of any change in the rate of VAT, as appropriate.
  - (6) That the minimum level of General Reserve for 2014/15 be set at £6 million, the same as in 2013/14 (Annex N of the budget report).

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- (7) The overall Capital Investment Programme level of £83.2 million (as detailed in the Capital Investment Programme 2014/17 report) of which £40.9 million relates to 2014/15.
- (8) The Prudential Borrowing Indicators as set out in Appendix 1, page 10, of the Treasury Management Strategy.
- (9) The additional borrowing as detailed in paragraph 17 of the Capital Investment Programme and Prudential Indicators 2014/17 report.
- (B) That, in approving the above, it is noted that the Council has taken into consideration:
- (1) The objective assessment by the Director of Finance of the robustness of budget estimates and adequacy of the General Reserve (Annex N).
- (2) The Executive's response to the Scrutiny Committee recommendations to the budget proposals.
- (3) The detailed report on the outcomes of the Staff and Trade Union Consultation which can be found on the agenda for the Employment Committee on 19 February 2014.
- (C) That in addition, the Council notes the following:
- (1) The approval on 23 January 2014, under delegated powers by the Director of Finance, of the Council Tax Base for 2014/2015 at 71,940 Band D equivalents, along with the calculation of the estimated Council Tax surplus, sufficient to release £300,000 to support the Council's 2014/2015 revenue budget and a distribution of £40,500 and £15,600 representing the respective shares of the Greater Manchester Police and Crime Commissioner and Greater Manchester Fire and Rescue Authority.
- (2) That the Capital Investment Programme for 2015/2016 and 2016/2017 is to be set at a notional £24.5 million and £17.8 million respectively.
- (3) The Treasury Management Strategy 2014/2017.
- (4) The base budget assumptions, as set out in the Medium Term Financial Outlook, as detailed in Annex B of the Executive's Revenue Budget Proposals 2014/2015.
- (D) That, as referred to in A3 above, the Council calculates the formal Council Tax Resolution as follows:
- (1) It be noted that on 23 January 2014 the Council calculated:
- (a) the Council Tax Base 2014/15 for the whole Council area as 71,940 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and;

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(b) 1,354 for dwellings in the Parish of Partington to which Parish Precepts relates.

- (2) That the Council approve the Council Tax Requirement for the Council's own purposes for 2014/15 (excluding Parish precepts) as £79,510,246
- (3) That the Council agrees the calculation of the Aggregate Amounts for the year 2014/15 in accordance with Sections 31 to 36 of the Act:
- (a) £414,166,180 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
- (b) £334,598,389 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £79,567,791 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
- (d) £1,106.03 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £57,545 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act, as detailed below:

**PARISH COUNCIL PRECEPT**

Parish/Town Council	2013/14			2014/15			Council Increase
	Tax Base	Precepts £	Council Band D (£)	Tax Base	Precepts £	Council Band D (£)	
Partington	1,331	56,568	42.50	1,354	57,545	42.50	0.0%
<b>TOTAL /</b>	<b>1,331</b>	<b>56,568</b>	<b>42.50</b>	<b>1,354</b>	<b>57,545</b>	<b>42.50</b>	<b>0.0%</b>

- (f) £1,105.23 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

**Meeting of the Council  
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(g) £1,147.73 Parish of Partington  
being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned at 3(e) above divided by the amount at 1(b) above, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

- (4) That it be noted that for the year 2014/15 the Office of the Police and Crime Commissioner for Greater Manchester and Greater Manchester Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below.
- (5) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate shown in the tables below as the amounts of Council Tax for 2014/15 for each part of its area and for each of the categories of dwellings:

**Valuation Bands**

<b>Council Tax Schedule 2014/15</b>	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>
<b>Trafford Council</b>	736.82	859.62	982.43	1,105.23	1,350.84	1,596.44	1,842.05	2,210.46
<b>Office of Police and Crime Commissioner for GM</b>	101.53	118.46	135.38	152.30	186.14	219.99	253.83	304.60
<b>GM Fire &amp; Rescue Authority</b>	38.42	44.83	51.23	57.64	70.44	83.25	96.06	115.28
<b>Sub total</b>	<b>876.77</b>	<b>1,022.91</b>	<b>1,169.04</b>	<b>1,315.17</b>	<b>1,607.42</b>	<b>1,899.68</b>	<b>2,191.94</b>	<b>2,630.34</b>
<b>Partington</b>								
Parish only	28.33	33.06	37.78	42.50	51.94	61.39	70.83	85.00
Parish & District only	765.15	892.68	1,020.21	1,147.73	1,402.78	1,657.83	1,912.88	2,295.46
<b>Aggregate of Council Tax requirements (incl. Police &amp; Fire)</b>	<b>905.10</b>	<b>1,055.97</b>	<b>1,206.82</b>	<b>1,357.67</b>	<b>1,659.36</b>	<b>1,961.07</b>	<b>2,262.77</b>	<b>2,715.34</b>

The meeting commenced at 7.06 p.m. and finished at 9.29 p.m.



**Meeting of the Council  
19 February 2014**

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**INFORMAL MEETING OF THE COUNCIL**

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

Councillor Ejaz Malik to be the Mayor of the Borough of Trafford for 2014/15;

and

Councillor John Holden to be the Deputy Mayor of the Borough of Trafford for 2014/15.

The informal meeting concluded at 9.32 p.m.)

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## TRAFFORD BOROUGH COUNCIL

### SPECIAL MEETING OF THE COUNCIL

13 MARCH 2014

#### PRESENT

The Worshipful the Mayor (Councillor Dylan Butt), in the Chair.

E.H. Malik	Mrs. P. Dixon	K. Procter
D. Acton	A. Duffield	J.R. Reilly
S. Adshead	Mrs. L. Evans	Mrs. J. Reilly
S. Anstee	T. Fishwick	B. Sharp
Dr. K. Barclay	M. Freeman	B. Shaw
J. Baugh	P. Gratrix	J. Smith
Miss L. Blackburn	J. Harding	E.W. Stennett
R. Bowker	J. Holden	N. Taylor
Mrs. A. Bruer-Morris	M. Hyman	L. Walsh
B Brotherton	C. Hynes	Mrs. V. Ward
C. Candish	D. Jarman	D. Western
R Chilton	P. Lally	M. Whetton
M. Colledge	J. Lamb	Mrs. J. Wilkinson
Mrs. L. Cooke	J. Lloyd	A. Williams
M. Cordingley	A. Mitchell	M. Young
M. Cornes	P. Myers	Mrs. P. Young
J. Coupe	D. O'Sullivan	

#### Also Present

Colonel Kerry Trow and representatives of 207 Field Hospital.

#### In attendance

Chief Executive	Ms. T. Grant
Corporate Director Children and Young People's Service	Mrs. D. Brownlee
Corporate Director Economic Growth & Prosperity	Mrs. H. Jones
Corporate Director Transformation and Resources	Mrs. W. Marston
Director of Finance	Mr. I. Duncan
Director of Human Resources	Ms. J. Hyde
Director of Legal and Democratic Services	Ms. J. Le Fevre
Democratic Services Manager	Mr. P. Forrester
Marketing and Communications Team Leader	Mrs. K. Dooley
Democratic Services Officer	Mr. I. Cockill

#### **APOLOGIES**

Apologies for absence were received from Councillors J. Bennett, C. Boyes, H. Boyle, J. Brophy, D. Bunting, D. Higgins, I. Platt, D. Quayle, B. Rigby, T. Ross, S. Taylor and A. Western.

**Special Meeting of the Council  
13 March 2014**

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**85. 207 FIELD HOSPITAL - SIGNING OF ROLL OF FREEMAN**

The Mayor welcomed esteemed members of the 207 Field Hospital to the meeting and referred to the Freedom of the Borough of Trafford honour bestowed upon 207 Field Hospital in 2011 (Minute No. 18 of the meeting held on 21 June 2011 refers). The Mayor paid tribute to the work of the Field Hospital both on national duty and in the local community.

Commanding Officer Colonel Trow was invited to formally sign the Roll of Freeman and this was witnessed by the Mayor, Councillor Baugh the Mayor of Trafford in 2011 and the Chief Executive.

Suitably, Colonel Trow responded to the Council and expressed his appreciation of the active partnership between the Council and the Field Hospital. The Colonel thanked the Council for its continuing support.

The Council's Political Group Leaders praised the 207 Field Hospital for its efforts and commitment and wished the unit well for the future.

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

The Chief Executive submitted a report concerning the election of the Leader of the Council and advising on the appointment of the Executive and a Deputy Leader.

RESOLVED –

- (1) That the Council notes the resignation of Councillor Matthew Colledge as Leader of the Council with effect from 13 March 2014.
- (2) That Councillor Sean Anstee 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 May 2016.
- (3) That, for the remainder of the 2013/14 municipal year, the Council notes:
  - (i) the appointment of Councillor Michael Young as Deputy Leader of the Council;
  - (ii) that the existing Executive Scheme of Delegation will be retained; and
  - (iii) that the Executive shall comprise the Leader of the Council plus 8 Councillors, as set out below:

<u>Councillor</u>	<u>Portfolio</u>
Sean Anstee (Leader)	Finance
Michael Young (Deputy Leader)	Adult Social Services
Dr. Karen Barclay	Community Health and Wellbeing

**Special Meeting of the Council  
13 March 2014**

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Michael Hyman	Economic Growth and Prosperity
Michael Cornes	Education
Alan Mitchell	Highways and Environment
Jonathan Coupe	Safe and Strong Communities
Miss Linda Blackburn	Supporting Children and Families
Alex Williams	Transformation and Resources

Councillor Acton, Leader of the Labour Group and Councillor Bowker, Leader of the Liberal Democrat Group congratulated Councillor Anstee upon his appointment and paid tribute to the approachable and respectful manner in which Councillor Colledge had acted during his period as Leader. Councillor Cordingley and Anstee also commended the outgoing Leader.

Councillor Colledge wished his successor every success and expressed gratitude for his working relationship with the other Group Leaders and Members across the Chamber. He stated that he was privileged to have served as Leader and to have experienced the variety and richness of the job. Councillor Colledge also thanked the Chief Executive, Corporate Management Team and the Council's dedicated staff for all their work and support.

The meeting commenced at 6.05 p.m. and finished at 6.40 p.m.

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## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 26<sup>th</sup> March 2014  
**Report for:** Decision  
**Report of:** Deborah Brownlee, Corporate Director Children, Families and Wellbeing

### Report Title

**Greater Manchester Police Representation on Trafford Health and Wellbeing Board**

### Summary

**The report outlines a proposal to increase membership of the Trafford Health and Wellbeing Board by inviting a representative of the Trafford Division of Greater Manchester Police.**

### Recommendation(s)

**That Council:**

**1. Agree to the proposed change in Health and Well Being Board membership to include a representative of the Trafford Division of Greater Manchester Police**

Contact person for access to background papers and further information:

**Name:** Adrian Bates  
**Extension:** x 5558

**Background Papers:** Agenda item 4, Health and Wellbeing Board, 4<sup>th</sup> February 2014

## **Background Information**

Relationship to Corporate Priorities	The Health and Wellbeing Board has a key role in supporting the Corporate Priority of Services focussed on the most vulnerable people. By inviting the Police this gives the board a more holistic view of health needs across the borough.
Financial	There are no additional financial resources required for the Council, but by inviting the Police this offers greater access to GMP resources and enhances partnership working to achieve greater value for money.
Legal Implications	There are no legal implications, other than the requirement for change in membership of this statutory board to be formally agreed by Council.
Equality/Diversity Implications	By inviting the Police this gives the board a more holistic view of health needs across the borough, including those of diverse communities.
Sustainability Implications	There are no sustainability implications.
Staffing/E-Government/Asset Management Implications	By inviting the Police this offers greater access to GMP resources and enhances partnership working to achieve greater value for money.
Risk Management Implications	By inviting the Police this gives the board a more holistic view of health needs across the borough, improving partnership working to achieve greater value for money and mitigate risks to public health.
Health and Safety Implications	By inviting the Police this gives the board a more holistic view of health needs across the borough to mitigate risks to public health.

### **1.0 Background**

#### **1.1 Functions of Health and Well Being Board**

1.11 The Health and Social Care Act 2012 gives health and wellbeing boards specific functions. These are a statutory minimum and further functions can be given to the boards in line with local circumstances. The statutory functions are:

- To prepare Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs), which is a duty of local authorities and clinical commissioning groups (CCGs).
- A duty to encourage integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (i.e. lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.
- A power to encourage close working between commissioners of health-related services and the board itself.
- Powers to encourage close working between commissioners of health-related services (such as housing and many other local government services) and commissioners of health and social care services.



- Any other functions that may be delegated by the council under section 196(2) of the Health and Social Care Act 2012. For example, this could include certain public health functions and/or functions relating to the joint commissioning of services and the operation of pooled budgets between the NHS and the council. Such delegated functions need not be confined to public health and social care. Where appropriate, they could also, for example, include housing, planning, work on deprivation and poverty, leisure and cultural services, all of which have an impact on health, wellbeing and health inequalities.

## 1.2 Regulations relating to Health & Well Being Boards: Statutory Instrument 2013 No. 218

1.21 The regulations relating to health and wellbeing boards have been published as Statutory Instrument 2013 No. 218 entitled, The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013  
[http://www.legislation.gov.uk/ukxi/2013/218/ contents/made](http://www.legislation.gov.uk/ukxi/2013/218/contents/made)

1.22 The regulations modify certain legislation as it applies to health and wellbeing boards and disapply certain legislation in relation to the boards. The provisions which are modified or disappplied are in the Local Government Act 1972 and the Local Government and Housing Act 1989.

1.23 Under section 194 of the Health and Social Care Act 2012, a health and wellbeing board is a committee of the council which established it and for the purposes of any enactment is to be treated as if appointed under section 102 of the Local Government Act 1972. It is therefore a 'section 102 committee', as it is sometimes called within local government. However, the regulations modify and disapply certain provisions of section 102 and other sections of the Local Government Act 1972 and also provisions of the Local Government and Housing Act 1989 in relation to health and wellbeing boards.

1.24 This means that it is best not to think of health and wellbeing boards according to the strict model of other section 102 committees, but to think of them as a basic section 102 committee with some differences. The sections below discuss the characteristics shared by health and wellbeing boards with other council committees and where they do or may diverge under the new regulations.

1.25 The modifications and disapplications which apply to health and wellbeing boards within the regulations generally also apply to subcommittees and joint subcommittees of boards.

## 1.3 Membership of Health & Well Being Boards

1.31 The Health and Social Care Act 2012 indicates that health and wellbeing boards are different to other section 102 committees, in particular in relation to the appointment of members. Specifically, the Act:

- sets a core membership that health and wellbeing boards must include:
  - at least one councillor from the relevant council
  - the director of adult social services
  - the director of children's services

- the director of public health
- a representative of the local Healthwatch organisation (which will come into being on a statutory footing on 1 April 2013)
- a representative of each relevant clinical commissioning group (CCG)
- any other members considered appropriate by the council
- Requires that the councillor membership is nominated by the executive leader or elected mayor (in councils operating executive arrangements) or by the council (where executive arrangements are not in operation) with powers for the mayor/ leader to be a member of the board in addition to or instead of nominating another councillor.
- Under the regulations (Regulation 7) modifies sections 15 to 16 and Schedule 1 of the Local Government and Housing Act 1989 to disapply the political proportionality requirements for section 102 committees in respect of health and wellbeing boards – this means that councils can decide the approach to councillor membership of health and wellbeing boards.
- Requires that the CCG and local Healthwatch organisation appoint persons to represent them on the board.
- Enables the council to include other members as it thinks appropriate but requires the authority to consult the health and wellbeing board if doing so any time after a board is established.
- The NHS Commissioning Board must appoint a representative for the purpose of participating in the preparation of JSNAs and the development of JHWSs and to join the health and wellbeing board when it is considering a matter relating to the exercise, or proposed exercise, of the NHS Commissioning Board's commissioning functions in relation to the area and it is requested to do so by the board.

#### 1.4 Priorities of the Health & Well Being Board

1.41 The Health and Well Being Strategy highlights that the following areas of work will be priorities:

- Ensure the effective delivery of the integrated care plans;
- System reform and integrated care redesign of health and social care services.

## 2.0 **Proposed New Health and Well Being Board Membership**

2.1 At the Health and Wellbeing Board on 4<sup>th</sup> February 2014, the Board agreed to propose that the membership of the board be amended to:

- Executive Member for Community Health and Wellbeing
- Executive Member for Adult Social Services
- Executive Member for Supporting Children and Families
- Shadow Executive Member for Community Health and Wellbeing
- NHS England representative
- Corporate Director of Children, Families and Well Being
- Director of Public Health
- Chief Clinical Officer Trafford Clinical Commissioning Group
- Nominated Director Trafford Clinical Commissioning Group
- Chair of Health Watch
- Central Manchester University Hospital NHS Foundation Trust

- University Hospital South Manchester NHS Foundation Trust
- Pennine Care NHS Foundation Trust
- Greater Manchester West Mental Health NHS Foundation Trust
- A representative from the Trafford voluntary/third sector
- A representative of Greater Manchester Police (Trafford Division)

2.2 Research has shown that significant health inequalities are experienced by offenders, ex-offenders and those at risk of offending in comparison with the general populations. Evidence suggests that these people are more likely to smoke, misuse drugs and/or alcohol, suffer from mental and physical health problems, report having a disability, self harm and die prematurely.

2.3 Since there is an identifiable link between health inequalities and offending behaviour, improving their health outcomes can markedly reduce re-offending rates. For example drug users are responsible for between a third and a half of all acquisitive crime, yet effective treatment and support can cut the level of crime they commit by a half. In turn, a reduction in re-offending is likely to bring health and wellbeing benefits to a wider local population as a result of improved community safety.

### **3.0 Recommendation**

3.1 Council is asked to:

- Agree to the proposed change in Health and Well Being Board membership to include a representative of Greater Manchester Police (Trafford Division)

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**TRAFFORD COUNCIL**

**Report to:** Executive  
**Date:** 24th February 2014  
**Report for:** Information  
**Report of:** Executive Member for Transformation & Resources

**Report Title**

**Six month Corporate report on Health and Safety – 1st April 2013 to 30th September 2013**

**Summary**

1. To provide information on council-wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the past six months.

**Recommendation(s)**

1. That the attached report is noted.
2. That the report goes on to Full Council on the 26<sup>th</sup> March 2014.

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

Name: Josh Arnold  
 Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Improving the health and safety of staff relates to the Council’s Health and Wellbeing strategy. Health and safety arrangements, including reporting arrangements are set out in the Corporate Health and Safety Policy, which has recently been refreshed in line with current structures.
Financial implications	There are no foreseeable financial implications arising out of this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit within Trafford schools in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset	None

Management Implications	None
Risk Management Implications	The decrease in the total number of accidents to staff this year is likely to indicate slightly lower levels of risk to the Council in terms of civil claims and the risk of prosecution. The number of reportable injuries has also reduced.
Health and Safety Implications	See legal section above. The implementation of the Corporate Health and safety improvement plan in the coming year will ensure that an emphasis is placed on continuous improvement.

**Key Decision** (as defined in the Constitution): No

**Finance Officer Clearance** (type in initials)...ID

**Legal Officer Clearance** (type in initials)...PG

**[CORPORATE] DIRECTOR'S SIGNATURE** (electronic)



To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

## 1.0 **Background**

This report covers the 6-month period from 1<sup>st</sup> April 2013 to 30<sup>th</sup> September 2013. It highlights changing trends in accidents and major activities and points of interest. In addition to this report, separate reports on Directorate performance will be made available to the relevant Corporate Directors and local Health and Safety or Joint Consultative Committees.

Overall, the total number of accidents reported to the Health and Safety Unit (HSU) involving staff has shown a decrease of 18% in the first 6 months of 2013, compared to the same period in 2012.

Please note that this report provides a direct comparison of the total number of accidents that occurred between 2011 and 2013 only. Previous years' figures are not directly comparable due to changes in accident reporting arrangements for non-Community schools in line with statutory requirements. Pre 2011, all schools were included in the council-wide accident statistics, whereas now, only community schools (where the Council is the employer) are included in the statistics.

## 2.0 **Accident Statistics: April to September 2013**

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1<sup>st</sup> April 2013 to 30<sup>th</sup> September 2013. A summary of the findings is detailed below.

### 2.1 **Overall Numbers and Rates of Accidents**

The overall total number of accidents to staff reported to the HSU has decreased by 18%, down by 21 from 115 in the same period of 2012, to 94 in 2013 (see Table 1 and Chart 1 below). The overall rate of accidents has also decreased, down from 1.96 per hundred staff in the same period in 2012, to 1.60 per hundred in 2013. Although there were 94

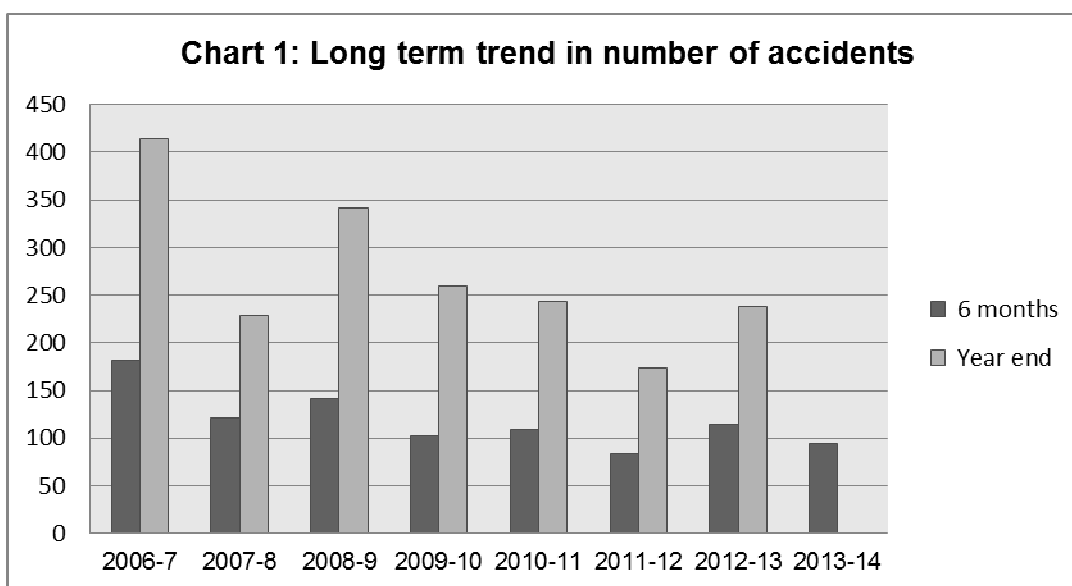
reports made, 3 of these accidents involved two people, so in fact these accident reports relate to 91 incidents.

Much of this decrease can be accounted for by a drop in the number of occurrences of violence and aggression involving one service user who has a learning disability (see section 2.3.1 for more details).

**Table 1: Overall number and rate of accidents to staff – 5 year trend**

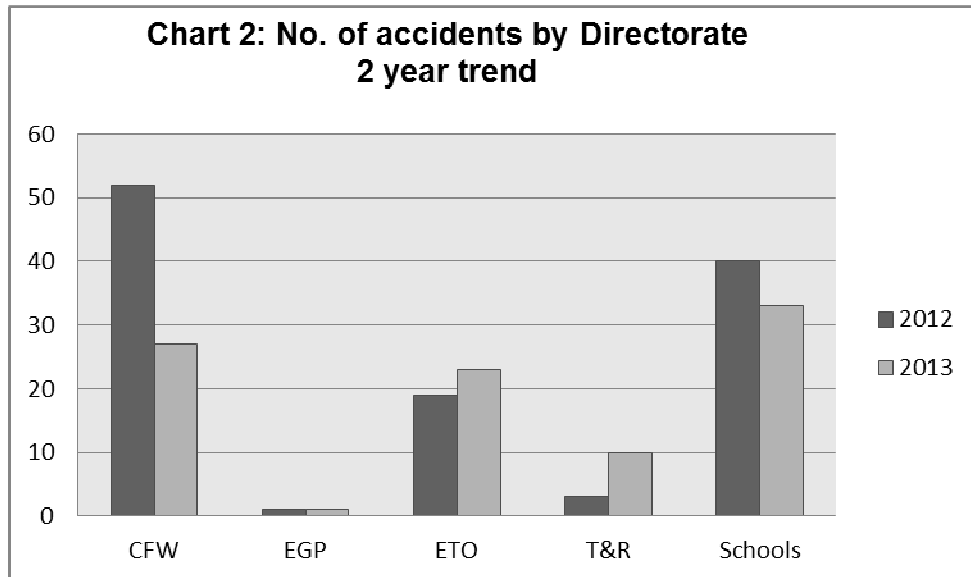
Indicators - first 6 months results	2009	2010	2011	2012	2013
Total number of accidents to employees (as reported to the HSU)	102	109	84	115	<b>94</b>
Overall rate of accidents to employees/100 employees	1.38	1.43	1.14	1.96	<b>1.60</b>

*Rate based on number of staff as at 1<sup>st</sup> April at the start of each reporting period.*



## 2.2 Numbers of Accidents by Directorate

Compared to the same period last year, the total number of reported accidents has increased in the Environment, Transport and Operations Directorate (ETO) and the Transformation and Resources (T&R) Directorate, see Chart 2 below. The number of reported accidents has reduced in the Communities, Families and Wellbeing Directorate and within maintained schools. The number of reported accidents has remained level in the Economic Growth and Prosperity (EGP) Directorate.



Whilst this gives an indication of the number of reported accidents within each Directorate, a better indicator is the rate of accidents in each Directorate, as this takes into account differences in the number of staff. These rates are explored in the sections below for each Directorate.

Analysis by service area (see Appendix 1) shows that a few service areas account for a large proportion of the accidents in each Directorate. These are generally the areas where we would expect higher numbers of accidents, which would be expected, due to the nature of the work undertaken in these services. Patterns at service level will be reviewed in more detail in separate Directorate Health and Safety reports.

### 2.2.1 Communities, Families and Wellbeing

The overall number of accidents reported in Communities, Families and Wellbeing (CFW) has fallen by nearly 50%, down by 25 from 52 to 27. In 2012, 37 of the accidents reported for CFW were occurrences of violence and aggression (27 involving one service user), details of which have been previously reported. The rate of accidents in CFW in 2013 is 1.59 per hundred employees, compared to 2.86 in the same period of 2012, so the rate of accidents has also significantly decreased.

### 2.2.2 Environment, Transport and Operations

The overall number of accidents reported within Environment, Transport and Operations Directorate (ETO) has increased (up from 19 in 2012, to 23 in 2013). The rate of accidents in ETO is 1.96 per hundred employees, compared to 1.51 in the same period of 2012. Therefore the rate of accidents has increased, as well as the number of accidents.

The reasons for the increased number and rate of accidents in ETO are complex, with small increases and decreases in many different types of accident (of only 1 accident in each case). This will be explored in more detail in the Directorate's report. The only significant area of increase is in accidents involving objects, which are up by 6 this year, compared to the same period in 2012.

These accidents involved 4 members of staff from Catering, 3 from Greenspace and Streetscape Operations and 1 from Environmental Health. The catering incidents involved a finger cut by a knife, fingers becoming trapped in concertina doors and 2 people being struck by folding tables (at different schools). The incident involving the concertina doors



has been investigated by the HSU and remedial action has been taken; the others were investigated and action taken by the schools.

The Greenspace and Streetscape Operations accidents involved a staple in the hand from fly-tipped materials, which was investigated by the manager and it was found that the employee was not wearing the gloves provided; all staff have now been reminded to do so, at all times. The other accidents involved a person catching an arm on a cab whilst loading tools away and a person being struck by a moving wheelie bin.

The final incident involved a member of staff from Environmental Health catching their finger on a metal door push plate at Trafford Town Hall; builders were in the process of repairing the plate at the time the accident occurred.

### **2.2.3 Economic Growth and Prosperity**

There was 1 reported accident within EGP in the reporting period, the same as for 2012. Within EGP, the rate of accidents is also comparable, with 0.74 accidents per hundred employees in 2013, compared to 0.73 per hundred for the same period in 2012.

### **2.2.4 Transformation and Resources**

The overall number of accidents reported in Transformation and Resources (T&R) has increased from 3 in 2012 to 10 in the same period of 2013. The rate of accidents in T&R is 1.60 per hundred employees, compared to 0.45 in the same period of 2012. Therefore, the rate of accidents has increased as well as the numbers of accidents.

Four of these accidents were slips, trips and falls and 3 of these occurred at Trafford Town Hall. Of those accidents at Trafford Town Hall, one happened when the person's foot slipped off the edge of one of the stairs and she stumbled, held on to the handrail and wrenched her back. One was a fall downstairs, where the heel of a shoe got caught on the first step, which was investigated by the HSU and no further action was necessary. One involved a shoe, which got stuck on the carpet and the person fell over and the manager decided there was no further action necessary. The final person fell on the pavement outside Trafford College, whilst on their way to a meeting.

Three accidents involved staff being hit by moving objects. One of these was where a shelving unit panel came away, causing the shelves to collapse in Sale Waterside library; this was repaired by Cofely. Another was in Davyhulme library store room, where a person trapped their hand whilst moving buckets out of the way. After the accident, the store room was to be tidied to avoid further accidents. Lastly, an employee at Trafford Town Hall was asked by ICT to remove the power cable from her computer, as she pulled the cable, the metal frame and computer became detached from the desk and fell onto her knee. This was reported to ICT, who subsequently fixed the frame back onto the desk.

Two accidents involved verbal assaults, both in libraries and one was a manual handling injury, where a member of ICT staff was moving ICT equipment when he injured his back at Trafford Town Hall. ICT staff were recently offered refresher training in moving and handling over October half term.

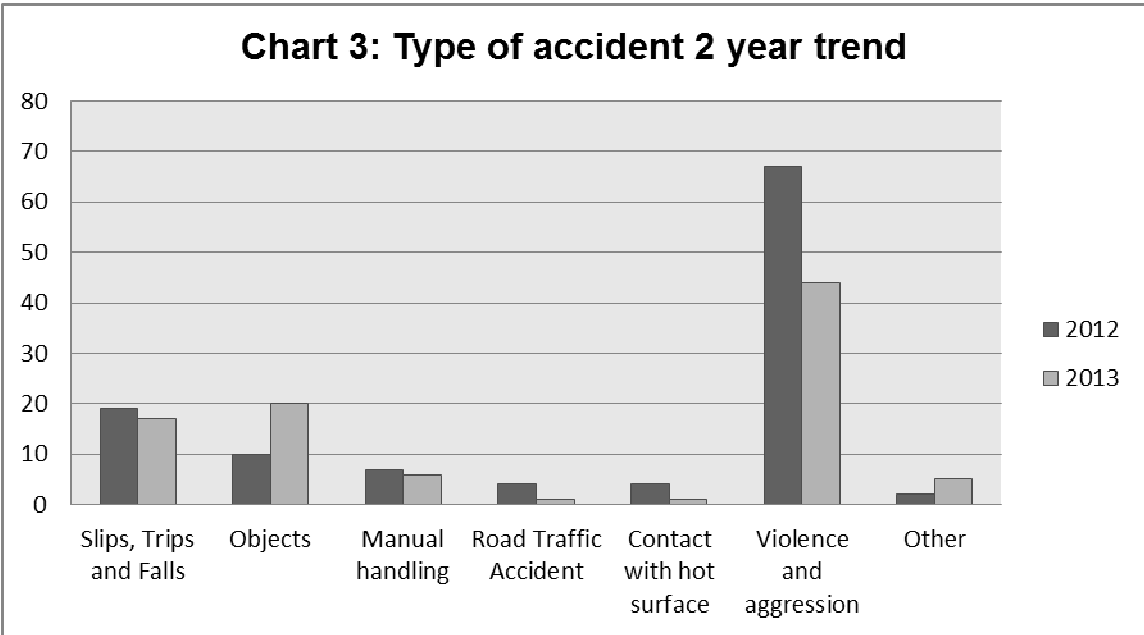
### **2.2.5 Maintained Schools**

The overall number of accidents reported in schools has seen a 17% decrease, from 40 accidents in the same period of 2012, to 33 in 2013. The rate of accidents in schools is 1.56

per hundred employees, compared to 2.01 in the same period of 2012. Therefore, the rate of accidents has also decreased.

**2.3 Types of accidents**

The most common types of reported accidents involving staff are occurrences of violence and aggression (responsible for 47% of all accidents - see section 2.3.1 below). The next most common types of accidents are those involving objects (20%- see section 2.3.2), followed by slips, trips and falls (18% - see section 2.3.3) and manual handling (6%- see section 2.3.4). Taken together, these account for 91% of all accidents. Chart 3, below, shows a summary of the main types of accidents, compared to the same period in 2012.



Occurrences of violence and aggression were the most common type of accident reported involving Council staff and these have decreased this year by 34%. The majority (63%) of these occurred within the Provider Services part of the CFW Directorate and within special schools, where clients and pupils often display challenging behaviour.

There has been a significant increase in the number of accidents reported involving objects, which have doubled compared to the same period last year, see section 2.3.2 for more information. The other two main types of accident - slips, trips and falls and manual handling - are at broadly similar levels to last year. The numbers of all other types of accidents reported this year are lower than last year, with the exception of “other” accidents, which has risen slightly.

Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate by accident type.

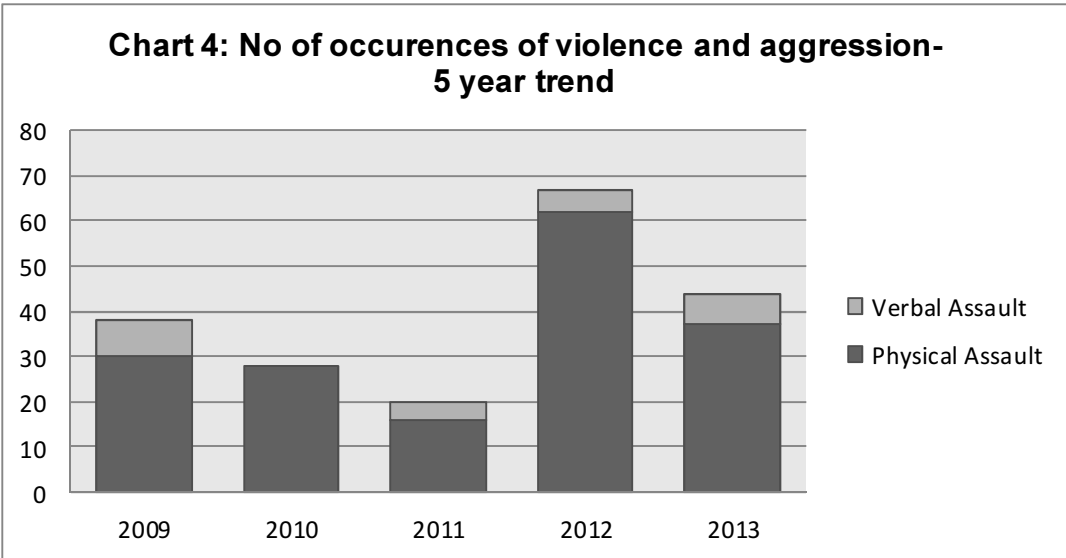
**2.3.1 Violence and Aggression**

There has been a significant decrease in the number of reported occurrences of violence and aggression; down 23 from 67 in the same period in 2012 to 44 in 2013, which is a 34% decrease. It should be noted that the number of incidents of violence and aggression is actually lower than this, since 2 of the 41 recorded occurrences involved 2 members of staff, making this 39 incidents.

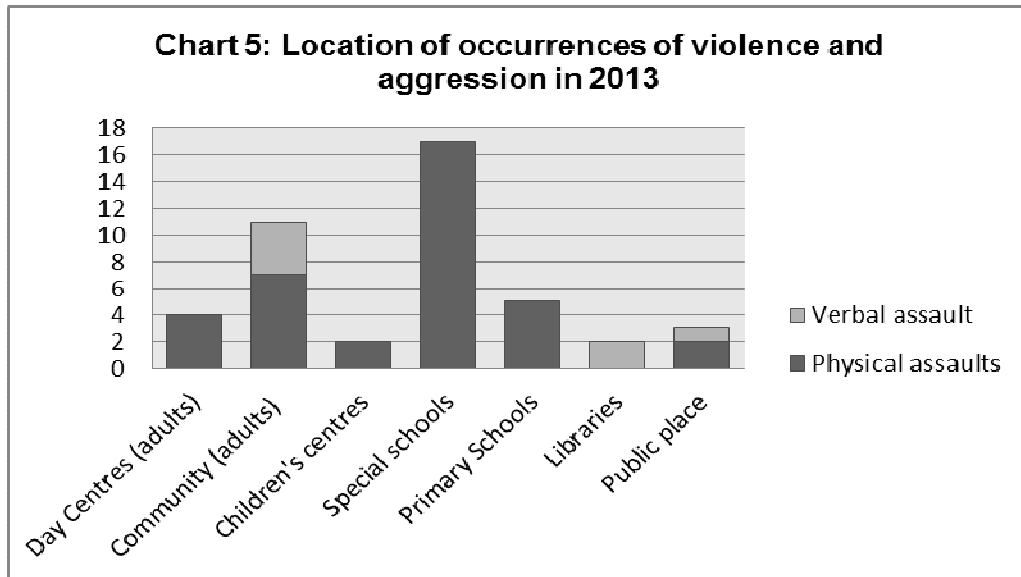
The number of reported occurrences of violence and aggression against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual client's behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users; as did the significant increase in 2012, where 27 occurrences were due to violence and aggression involving one service user.

As a result of a review of the management of this individual carried out by the service, together with the Health and Safety Unit (HSU) and the Community Learning Disability Team (CLDT), revised strategies for the management of this individual were implemented. Subsequently, there were only 2 further incidents involving this individual occurring in the 6 months from 1<sup>st</sup> September 2012 to 31<sup>st</sup> March 2013 and there have only been a further 2 incidents from 1<sup>st</sup> April 2013 to 30<sup>th</sup> September 2013. As a result of the reduction in occurrences involving this service user, only 4 incidents of assault occurred in the Learning Disability Day Centre in this period in 2013.

The majority of the reported occurrences of violence and aggression in 2013 were physical violence; though occurrences of physical violence have decreased 45%; down from 62 in 2012 to 34 in the same period of 2013. The number of reported occurrences of verbal aggression has increased slightly, with 5 reported in 2012 and 7 reported in the same period of 2013. See Chart 4 below for more details.



None of the occurrences of violence and aggression led to an injury severe enough to be reportable to the HSE under RIDDOR (see Section 3.1). Chart 5 (below) provides more details of the locations where the physical occurrences of violence and aggression took place.



The highest number of reported occurrences of violence and aggression (38%) occurred within the special schools. However, compared to the same period in 2012, the number of occurrences in special schools has reduced by 29%, down by 7, from 24 to 17 occurrences. This year, all of these occurrences involved children with challenging behaviour; none involved parents, as has been the case in previous years. A more detailed analysis of these will be contained within the separate (maintained) schools' report.

Over the summer of 2013, all of Trafford's special schools were visited by a Health and Safety Advisor and a mini-audit was conducted of how each school manages the risk of violence and aggression from pupils. As a result of these audits, the HSU concluded that the special schools have appropriate measures in place to manage the risk of violence and aggression from pupils. Whilst the risk of violence and aggression is part of the nature of the work with these challenging pupils, the arrangements in place to manage and minimise the risk appear to be robust and are regularly reviewed and monitored. All of the Special schools buy back support from the HSU.

The next most common setting for violence and aggression was within the community, whilst working with vulnerable adults in Provider Services. These residential and community-based occurrences fall across two different services; 7 incidents within the Supported Living Learning Disability Service and 3 incidents within the Reablement Service involving 4 staff. Taken together, these involve 7 different premises and 7 different service users; One of these service users (within the Supported Living Learning Disability Service) has subsequently (post 30<sup>th</sup> September 2013) been involved in a few more occurrences and, therefore, this will be investigated further by the HSU, together with the service.

There have been some slight increases in other areas, such as some libraries and a children's centre, but after initial analysis, these seem mainly to be isolated incidents across a number of locations and with no common themes. The occurrence within the children's centre is actually one incident, which involved two members of staff. The libraries involved are different libraries and involved different perpetrators, although this will continue to be monitored by the HSU, together with the service.

### **2.3.2 Objects**

There has been a significant increase in the number of reported accidents involving objects, which have doubled; at 20 compared to 10 in the same period last year. Accidents involving objects are responsible for 21% of the accidents reported; this makes them the second most common cause of accident in this period of 2013. This category includes being struck by objects, striking against objects, stepping or kneeling on objects and contact with sharp objects. These occurred in a variety of settings and services.

Accidents involving staff being hit by a moving, flying or falling object have more than doubled this year, from 5 to 12. These occurred across all Directorates, in a variety of circumstances, including one whilst transporting paving slabs that toppled over, two being struck by wheelchairs and two being struck by footballs in schools. More details of accidents involving being hit by a moving, flying or falling object are outlined in the Directorate Sections for ETO (section 2.2.2) and T&R (section 2.2.4).

The other area, which has increased by more than one accident this year, is contact with sharp objects (up from 2 to 4 this year). Three of these are considered in the ETO section (2.2.2) and the fourth one involved a person in Provider Services who sustained a needle-stick injury whilst carrying out personal care.

### **2.3.3 Slips, Trips and Falls**

Slips, trips and falls were the third most commonly reported cause of accident, responsible for 18% of all accidents. The numbers of reported slips, trips and falls have decreased slightly compared to the same period in 2012, down 2 from 19 to 17. These occurred in a variety of settings, including 4 in primary schools and a number at Trafford Town Hall (explored further in the T&R section 2.2.4). Four were slips on wet floors (different premises), 4 involved falling down stairs (explored further in the T&R section 2.2.4) and the remainder had a variety of causes, including going over on an ankle, falling down a hole in the pavement and tripping over a pupil's foot.

### **2.3.4 Manual Handling**

The number of reported manual handling accidents has decreased slightly from 7 to 6. This number remains low, from a high point of 31 in 2008. The majority of these occurred in the Ground-force team within ETO (three incidents involving four staff). These staff all received refresher training in object handling in April and May of this year, though one of the accidents (involving two staff lifting turf into a vehicle) occurred before the date of the training.

One of these accidents involved staff moving a heavy desk left out of place by workmen and another involved someone aggravating a previous back injury whilst lifting a bin bag. Another one involved a person cutting high thick brambles with hedge cutters; the HSU worked with the service to review the risk assessment.

## **3.0 Health and Safety Performance**

### **3.1 Rate of Reportable Injuries to Staff**

Over this reporting period, there were 4 reportable accidents to staff (those which have to be notified to the National Accident Contact Centre, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), see Table 2 below:

**Table 2: Rate of reportable injuries to staff at the 6 month point- 5 year trend**

<b>Local performance indicator- First 6 months (April to September)</b>	<b>2008</b>	<b>2009</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Total Number of reportable accidents	10	9	9	7	<b>4</b>
6 month target for rate of reportable accidents/100 employees	0.20	0.19	0.18	0.17	<b>0.16</b>
Actual rate of reportable accidents/100 employees	0.13	0.12	0.15	0.12	<b>0.07</b>

This represents a decrease in the total number of reportable injuries from last year (2012), down from 7 to 4. The rate of reportable injuries per hundred employees has also reduced, to 0.07, which remains below the 6 month performance indicator target for this year of 0.16 accidents per hundred employees. Three of these injuries were slips, trips and falls and one involved lifting and handling.

*It should be noted that from April 2012, the criteria for reporting accidents under RIDDOR changed and now accidents involving staff absences of over 7 days are reportable, whereas previously only those over 3 days were reportable, so only figures for 2012 and 2013 are directly comparable.*

## **5.0 Conclusion**

The overall total number of accidents involving staff reported to the HSU has shown a decrease of 18% in 2013, compared to the same period in 2012.

There have been significant reductions in the number of reported occurrences of violence and aggression, although as mentioned before this can be subject to significant variations year on year, as it is very sensitive to issues in managing individual clients' behaviour within social care and special school settings. There have also been small reductions in most other types of accident, except those involving objects, which have doubled in 2013.

More school and service audits scheduled to take place in 2013-14 should lead to further improvements, by highlighting what is being done well and where further improvements are needed.

Guidance for managers on health and safety training requirements has recently been introduced. Further corporate guidance will be introduced: a revised Corporate Health and Safety Policy (updated to reflect changes in the structure of the organisation and changes in legislation); a Driving at Work Framework and a Lone Working Framework.

Senior managers must continue to focus on maintaining these standards and the HSU will continue to work to support services in managing on-going health and safety risks.

**Appendix 1: Numbers of accidents (including occurrences of Violence and Aggression) by Directorate and Service Area (April to September 2013)**

<b>Directorate</b>	<b>Service Area</b>	<b>No of accidents</b>
	Assessment & Care Management	1
	Business Services	2
	Integrated Commissioning	1
	Services For Children Young People & Families	4
	Provider Services	19
<b>CFW</b>	<b>Total</b>	<b>27</b>
	Buildings and Facilities	1
<b>EGP</b>	<b>Total</b>	<b>1</b>
	Catering Operations	6
	Cleaning Support Service	2
	Greenspace & Streetscape Operations	10
	Operation Services for Education	1
	Public Protection	2
	Street Lighting	1
	Trafford Transport Provision	1
<b>ETO</b>	<b>Total</b>	<b>23</b>
	Primary schools	12
	Special schools	21
<b>Schools</b>	<b>Total</b>	<b>33</b>
	Customer Services	4
	Finance	2
	Human Resources	1
	ICT Services	1
	Legal & Democratic Services	1
	Stronger Communities	1
<b>T&amp;R</b>	<b>Total</b>	<b>10</b>
<b>Overall</b>	<b>Total</b>	<b>94</b>

**Appendix 2: Type of accident 2007- 2013 (5 year trend)**

<b>Accident Type</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Occurrences of violence and aggression</b>					
Physical Assault	30	28	16	62	37
Assault, Threats or Intimidation	8	0	4	5	7
<b>Total Occurrences of violence and aggression</b>	<b>38</b>	<b>28</b>	<b>20</b>	<b>67</b>	<b>44</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>13</b>	<b>17</b>	<b>7</b>	<b>7</b>	<b>6</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	17	18	15	18	12
Fall down steps/stairs	3	3	3	1	4
Fall from height	1	2	0	0	1
<b>Total Slips, Trips and Falls</b>	<b>21</b>	<b>23</b>	<b>18</b>	<b>19</b>	<b>17</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	5	9	12	5	12
Striking against object	6	9	4	3	2
Contact with sharp object	1	7	4	2	4
Stepping/kneeling on object	0	1	0	0	1
<b>Total Objects</b>	<b>12</b>	<b>26</b>	<b>20</b>	<b>10</b>	<b>19</b>
<b>Others</b>					
Another kind of accident	9	4	6	1	3
Road Traffic Accident	5	8	4	4	1
Animal/Insect	0	1	3	2	1
Contact with hot surface/substance	2	2	3	4	1
Collision with a moving person	0	0	0	0	1
Trapped	1	0	1	0	0
Plant, machinery, tools or electricity	1	0	1	1	1
Contact with chemical agent	0	0	1	0	0
<b>Total Others</b>	<b>18</b>	<b>15</b>	<b>19</b>	<b>12</b>	<b>8</b>
<b>Overall Total</b>	<b>102</b>	<b>109</b>	<b>84</b>	<b>115</b>	<b>94</b>



**Appendix 3: Type of accident by Directorate (April to September 2013)**

Type of accident	CFW	EGP	ETO	Schools	T&R	Total
Animal/Insect			1			1
Collision with Moving Person				1		1
Contact with hot surface/substance			1			1
Contact with sharp object	1		3			4
Fall down steps/stairs	1		1	1	1	4
Fall from height				1		1
Manual handling- lifting, moving, manoeuvring	1		4		1	6
Other	1		1	1		3
Physical Assault	13		2	22		37
Road Traffic Accident	1					1
Slip or trip on the same level	2		3	4	3	12
Stepping/kneeling on object	1					1
Striking against object		1	1			2
Struck by moving object	2		4	3	3	12
Contact With Moving Plant and Machinery or Material Being Machined			1			1
Verbal Assault	4		1		2	7
<b>Total</b>	<b>27</b>	<b>1</b>	<b>23</b>	<b>33</b>	<b>10</b>	<b>94</b>

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