

## TRAFFORD COUNCIL

**Report to:** Annual Meeting of the Council  
**Date:** 22 May 2013  
**Report for:** Decision  
**Report of:** Chief Executive

### Report Title

**COUNCIL COMMITTEES**

### Summary

To agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2013/14 municipal year.

### Recommendation(s)

- 1) That the Standing Committees and their composition, as set out in Appendix 1 to the report, be approved.
- 2) That the Terms of Reference for each Committee, as set out in Appendix 2 to the report, be approved.
- 3) That the membership of Committees for the 2013/14 municipal year, as set out in Appendix 3 to the report, be approved.
- 4) That the appointment of Chairmen and Vice-Chairmen of the Committees, as set out in Appendix 3, be approved and the nomination of Opposition Spokespersons (where appropriate), be noted.
- 5) That the Licensing Committee be recommended to appoint the membership of the Safety at Sports Grounds Sub-Committee and as set out in Appendix 3.
- 6) That the appointment of Scrutiny Topic Group Chairmen, as set out in Appendix 4, be approved.
- 7) That the Appointments and Appeals Panel be formally appointed, the membership for which will be drawn from all members of the Council.

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

- 8) That, until such time locality partnership arrangements are in place, the appointment of Neighbourhood Forum Chairmen, as set out in Appendix 5, be approved and the Council nomination for Chairman of Old Trafford Neighbourhood Forum be noted.
- 9) That the Council delegate to the Chief Executive, in accordance with the written request of the relevant Group Leader, the power and authority to change the membership of committees and sub-committees as may be needed from time to time.

Contact person for access to background papers and further information:

Name: Ian Cockill  
Extension: 1387

Background Papers: None.

## 1. COMPOSITION OF COUNCIL COMMITTEES

1.1 In accordance with the provisions of the Local Government and Housing Act 1989, the Acting Chief Executive has been informed of the following political groups on the Council:-

- Conservative Group - 34 members
- Labour Group - 25 members
- Liberal Democrat Group - 4 members.

1.2 The regulations provide for the composition of committees being in accordance with the political balance of the 63 members of the Council. The proposed Committee structure is set out in Appendix 1

1.3 The Membership of each Ordinary Committee should, subject to the need to allocate each political group a total allocation of seats in proportion to its strength on the Council, be made up of the following proportions: -

- Conservative (34/63) - 53.97%
- Labour (25/63) - 39.68%
- Liberal Democrat (4/63) - 6.35%

**PROPOSED COMMITTEE ENTITLEMENTS FOR THE MUNICIPAL YEAR 2013/14**

Committee	No. of Members	Ex-officio Members	Co-opted Members	Proposed Places		
				CON	LAB	L/D
<u>Ordinary Committees</u>						
Accounts and Audit	7	-	-	4	3	0
Employment	7	-	-	4	3	0
Planning Development Control	13	-	-	7	5	1
Licensing *	15	-	-	8	6	1
Standards	11		5^^	6	4	1
Scrutiny	11	1#	5^	6	4	1
Health Scrutiny	11	1#	-	6	4	1
<b>POLITICALLY BALANCED PLACINGS</b> (excluding other Committees)	<b>75</b>			<b>41</b>	<b>29</b>	<b>5</b>
<u>Other Committee(s)</u>						
Health and Wellbeing Board**	4		7^^^	3	1	0
<b>OVERALL PLACINGS</b>	<b>79</b>			<b>44</b>	<b>30</b>	<b>5</b>

\* Committees for which political balance rules may be disappplied

\*\* Committee for which political balance rules do not apply

# The Chairmen of both the Scrutiny Committee and the Health Scrutiny Committee shall be appointed as ex-officio non-voting members of the opposite scrutiny committee.

^ 2 Church and 3 Parent-Governor representatives

^^ 2 Parish representatives and 3 Independent members

^^^ Corporate Director of Children, Families and Wellbeing plus 6 External Partners

## **ACCOUNTS AND AUDIT COMMITTEE**

### **Statement of Purpose**

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

### **Composition**

Membership of the Audit and Accounts Committee shall comprise 7 Members, be politically balanced and shall not include any Members of the Executive. A non voting member, with appropriate skills and experience, may be co-opted on to the Committee with the approval of the Council.

### **Terms of Reference**

#### **Internal and External Audit**

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

## **Risk Management**

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

## **Internal Control Arrangements, Corporate Governance and the Annual Governance Statement**

- a) Review the effectiveness of corporate governance arrangements and internal control across the organisation and the adequacy of action taken to address any weaknesses or control failures.
- b) Conduct a critical review of the proposed Annual Governance Statement (AGS), the procedures followed in its completion and supporting documentation in order to consider:
  - o how meaningful the AGS is;
  - o the robustness of the evidence and assurances on which the AGS is based; and
  - o whether the AGS discloses adequately the organisations actions for addressing any significant internal control weaknesses disclosed within the statement.
- c) Make recommendations for amendment of the AGS and the associated procedures.

## **Anti - Fraud and Corruption Arrangements**

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

## **Accounts**

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

## **Access and Reporting**

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

## **Delegation**

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

## **EMPLOYMENT COMMITTEE**

### **Terms of Reference**

1. To determine collective and corporate terms and conditions of employment.
2. To consider any matter referred to the Committee by the Head of Paid Service or Corporate Director Customer and Corporate Services.
3. To consider, approve and adopt any new or significant revision to existing corporate human resources strategies and policies in so far as they relate to the appointment, terms and conditions of employment and dismissal of staff.
4. To determine any other matters relating to the appointment, terms and conditions of employment and dismissal of staff which are neither covered by policies of the Council nor delegated to Officers under the Scheme of Delegation.

### **Delegation**

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

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

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

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



## **LICENSING COMMITTEE**

### **Terms of Reference**

1. To exercise the Council's licensing functions under the Licensing Act 2003 with the exception of any function conferred on the Council under Section 5 of the Act (statement of licensing policy).
2. In respect of each 5 year period, in consultation with the Executive, to formulate or prepare for approval by the Council its policy with respect to the exercise of its licensing functions under the Licensing Act 2003.
3. To keep the policy with respect to the exercise of its licensing functions under the Licensing Act 2003 under review and recommend any revisions to the policy to the Council.
4. To exercise the Council's licensing functions under the Gambling Act 2005 with the exception of any function conferred on the Council under Section 349 of the Act (statement of licensing policy).
5. To exercise powers in relation to the following functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
  - (i) all licensing and registration functions except those relating to town and country planning and the regulation of the use of the highway;
  - (ii) functions under any 'relevant statutory provision' within the meaning of Part I of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as employer; and
  - (iii) associated functions under any local Act.
6. To establish one or more Sub-Committees under Section 10(1) of the Licensing Act 2003 and Section 154 of the Gambling Act 2005 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Licensing Act 2003 and the Gambling Act 2005. The functions to be exercised by the Sub-Committees include the functions set out at Appendix 1 and Appendix 2. Licensing Act and Gambling Act Sub-Committees shall be chaired in accordance with the protocol set out at Appendix 3.
7. To establish a Safety at Sports' Grounds Sub-Committee consisting of three Members of Council to oversee the exercise of the Council's functions in relation to safety at sports' grounds.
8. To establish a Public Protection Sub-Committee for the discharge of all other licensing, registration and regulatory functions within the terms of reference of the Licensing Committee. That in establishing a Public Protection Sub-Committee this is to be a Sub-Committee of 9 Members (5:3:1) with up to 5 substitute Members for the Sub-Committee Members being allowed (3:2:0). The substitute Members for the Sub-Committee can only be nominated from the membership of the Licensing Committee.

## Delegation

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

## Appendix 1 to the Licensing Committee's Terms of Reference

### Delegated Functions

#### Licensing Act

TABLE OF DELEGATED FUNCTIONS

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

## Appendix 2 to the Licensing Committee's Terms of Reference

### Delegated Functions

#### Gambling Act

#### TABLE OF DELEGATED FUNCTIONS

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

## Appendix 3 to the Licensing Committee's Terms of Reference

### List of proposed Chairmen

<b>Name</b>	<b>Order of Priority</b>
Chairman of Licensing Committee	1
Vice-Chairman of Licensing Committee	2
Opposition Spokesperson for Licensing Committee	3
Member of Licensing Committee	4
Member of Licensing Committee	5

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

## **PLANNING DEVELOPMENT CONTROL COMMITTEE**

### **Terms of Reference**

1. To exercise powers in relation to planning and development control over development proposals in the Borough in the context of Government and Council policies and guidance in order to maintain and improve the quality of life and the natural and built environment of the Borough.
2. To exercise powers in relation to the following functions as specified in schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
  - (i) town and country planning and development control;
  - (ii) the registration of common land or town and village greens and to register the variation of rights of common; and
  - (iii) the exercise of powers relating to the regulation of the use of highways.

### **Delegation**

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

## **STANDARDS COMMITTEE**

### Terms of Reference

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

### Delegation

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

## HEALTH AND WELLBEING BOARD

### Terms of Reference

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



## **SCRUTINY COMMITTEE**

### **Terms of Reference**

1. To act as the Council's Overview and Scrutiny Committee and Crime and Disorder Committee for the purposes of all relevant legislation including, but not limited to, the Local Government Act 2000 (as amended), and Police and Justice Act 2006.
2. The Committee will also be responsible for the review and scrutiny of decisions made or actions taken in connection with the provision, planning and management of education in the borough of Trafford and, in particular, all of the functions of the Council as an education authority under the Education Acts, School Standards and Framework Act 1998 and all other relevant legislation in force from time to time. Co-opted Members will be appointed to discuss education matters and will attend the Scrutiny Committee when they consider education matters.

### **General Role**

3. Subject to statutory provision, to review and scrutinise decisions made or actions taken in connection with the discharge by the Council of its functions and by relevant partner authorities.
4. In relation to the above functions:
  - a) to make reports and/or recommendations to the full Council, Executive of the Council, any joint committee or any relevant partner authority as appropriate
  - b) to consider any matter affecting the area or its inhabitants
5. In relation to any function within the remit of this Committee:-
  - a) as set out in (b) below to exercise the power to call in, for reconsideration, executive decisions made but not yet implemented set out in Section 21(3) of the Local Government Act 2000.
  - b) The call-in of an executive decision is to be exercised as follows:-
    - i) the decision must not have been designated as urgent by the decision taker
    - ii) the request to call in a decision must be made within 5 working days of the decision being published
    - iii) any 3 members of an overview and scrutiny committee or select committee can ask the Chairman of this Committee or, in his/her absence, the Vice-Chairman to call in an executive decision
    - iv) in deciding whether or not to approve the request to call in a decision, the Chairman or Vice-chairman may consult the Vice-Chairman and the chairmen of the Select Committees as appropriate
    - v) if the Chairman, or Vice-Chairman as appropriate, approve the call in of a decision the request to call in the decision must be made to the Chief Executive within the timescale set out in (ii) above

- vi) the Chairman may decide, after consulting as appropriate, to call in a decision whether or not a request under (iii) has been received.
6. To put in place and maintain a system to ensure that referrals from overview and scrutiny to the Executive, either by way of report or for reconsideration, are managed efficiently and do not exceed the limits set out in the Constitution.
  7. At the request of the Executive, to make decisions about the priority of referrals made in the event of reports to the Executive exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
  8. To report annually to full Council on its workings, set out their plans for future work programmes and amended working methods if appropriate.

### **Specific functions**

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

- e) conduct research, community and other consultation as it deems appropriate in the analysis of policy issues and possible options;
- f) question and gather evidence from any other person with their consent.
- g) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- h) question members of the Executive and/or committees, senior officers of the Council and representatives of relevant partner authorities on relevant issues and proposals affecting the area and about decisions and performance;
- i) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- j) undertake any other activity that assists the Committee in carrying out its functions.

### **Delegation**

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

## **HEALTH SCRUTINY COMMITTEE**

### **Terms of Reference**

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

### **General Role**

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

### **Specific functions**

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

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

### **Delegation**

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

## **APPOINTMENTS AND APPEALS PANEL**

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

To be responsible for staff appointment and related matters regarding:

- short-listing applicants and appointments of Corporate Directors and Directors
- appeals in accordance with the disciplinary and grievance procedures
  - appeals by employees against grading

**TRAFFORD COUNCIL**

**MEMBERSHIP OF COMMITTEES 2013/14**

**Note on Membership:** In accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) recommended practice the Chairman and Vice-Chairman of the Accounts and Audit Committee should not also be a Chairman or Vice-Chairman of an Overview and Scrutiny Committee / Select Committee.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>
ACCOUNTS AND AUDIT		7
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>
Councillors:-	Councillors:-	Councillors:-
Chris Boyes Mrs. Laura Evans <b>V-CH</b> Patrick Myers Michael Whetton <b>CH</b>	Jane Baugh Barry Brotherton <b>OS</b> Tom Ross	-
<b>TOTAL</b>	<b>4</b>	<b>3</b>
		<b>0</b>

**TRAFFORD COUNCIL**

**MEMBERSHIP OF COMMITTEES 2013/14**

**Note on Membership:** Members of the Employment Committee will also be appointed as representatives of the Council (Employer's Side) on the Joint Consultative Panel.

<b>COMMITTEE</b>	<b>NO. OF MEMBERS</b>
EMPLOYMENT	7

<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	
Councillors:-  Mrs. Lisa Cooke Mrs. Pamela Dixon <b>V-CH</b> John Lamb Brian Rigby <b>CH</b>	Councillors:-  Joanne Bennett Catherine Hynes Andrew Western <b>OS</b>	Councillors:-  -	
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>0</b>



**TRAFFORD COUNCIL**

**MEMBERSHIP OF COMMITTEES 2013/14**

**Notes on Membership:**

(1) It is advisable that the number of members serving on both the Licensing and Planning Development Control Committees in each political group is kept to a minimum to ensure that the potential for conflicts of interest is kept to a minimum.

(2) All Licensing Committee Members may be called upon as Members of the Licensing Sub-Committee, the meetings for which are held during the working day. Therefore, it would be preferable if Members serving on this Committee could also be available during the day time.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>	
LICENSING		15	
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	
Councillors:-	Councillors:-	Councillors:-	
Dan Bunting Chris Candish <b>CH</b> Paul Lally Patrick Myers Mrs. June Reilly Brian Rigby Bernard Sharp <b>V-CH</b> Mrs. Jacki Wilkinson	Mike Freeman Philip Gratrix David Jarman <b>OS</b> Ejaz Malik John Smith Whit Stennett	Neil Taylor	
<b>TOTAL</b>	<b>8</b>	<b>6</b>	<b>1</b>

**TRAFFORD COUNCIL**

**MEMBERSHIP OF COMMITTEES 2013/14**

**Note on Membership:** It is advisable that the number of members serving on both the Planning Development Control and Licensing Committees in each political group is kept to a minimum to ensure that the potential for conflicts of interest is kept to a minimum.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>	
PLANNING DEVELOPMENT CONTROL		13  (plus 7 Substitutes)	
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	
Councillors:-	Councillors:-	Councillors:-	
Daniel Bunting <b>V-CH</b> Rob Chilton Bernard Sharp Brian Shaw Mrs. Viv Ward <b>CH</b> Michael Whetton Ken Weston	Philip Gratrix Ejaz Malik Dolores O'Sullivan John Smith Laurence Walsh <b>OS</b>	Tony Fishwick	
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>1</b>

**Substitute Members:**

Mrs. Pamela Dixon Mrs. Laura Evans Patrick Myers Brian Rigby	Whit Stennett Denise Western	Neil Taylor
(4)	(2)	(1)

## TRAFFORD COUNCIL

### MEMBERSHIP OF COMMITTEES 2013/14

**Notes on Membership:** Under the current local standards regime it is important that wherever possible the membership of the Standards Committee remains the same and that membership of the Committee should not include more than one Member from any one ward.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>
STANDARDS		11
		+ 2 PARISH REPRESENTATIVES + 3 INDEPENDENT MEMBERS
		+ 2 INDEPENDENT PERSONS (of the Hearing Panel)
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>
Councillors:-	Councillors:-	Councillors:-
Sean Anstee Mrs. Pamela Dixon Mrs. Laura Evans David Higgins John Holden <b>CH</b> Ken Weston	Mike Freeman David Jarman Ian Platt Kevin Procter <b>V-CH</b>	Ray Bowker
<b>TOTAL</b>	<b>6</b>	<b>4</b>
		<b>1</b>

#### NON-VOTING CO-OPTEEES (5)

2 Parish Representatives: **Mrs. S. Royle** and **1 Vacancy**

3 Independent Members: **Mrs. L. Atkinson**, **Mr. D. Goodman** and **Mr. C. Griffiths**

#### INDEPENDENT PERSONS OF THE HEARING PANEL (2)

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

**TRAFFORD COUNCIL**

**MEMBERSHIP OF COMMITTEES 2013/14**

**Notes on Membership:**

(1) The Scrutiny Committee shall have a membership of 11, or, where this does not achieve the political balance required under the Local Government and Housing Act 1989, whatever figure is necessary to reflect the proportional representation of political groups.

(2) The Scrutiny Committee shall be chaired by a Councillor who is a member of the largest political group on the Council. The person appointed as Vice-Chairman shall not be a member of the same political group as the person appointed as Chairman.

(3) The Chairmen of both the Scrutiny Committee and the Health Scrutiny Committee shall be appointed as ex-officio Members of the opposite scrutiny committee.

(4) The Scrutiny Committee shall appoint co-opted Members when that committee considers education matters.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>
SCRUTINY COMMITTEE		11
		(plus the Chairman of the Health Scrutiny Committee as an ex-officio Non-Voting Member)
		+ 5 CO-OPTED MEMBERS + 3 NON-VOTING MEMBERS (when considering Education matters)
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>
Councillors:-	Councillors:-	Councillors:-
Chris Candish Rob Chilton Mrs. Pamela Dixon David Higgins John Reilly Brian Shaw <b>CH</b>	Stephen Adshead Mike Cordingley <b>V-CH</b> Anne Duffield Denise Western	Ray Bowker
<b>TOTAL</b>	<b>6</b>	<b>4</b>
		<b>1</b>

## SCRUNTINY COMMITTEE CO-OPTED MEMBERS FOR EDUCATION MATTERS

*Church of England (VOTING MEMBER): Vacancy*

Roman Catholic (VOTING MEMBER): **Sister P. Goodstadt**

### Parent-Governor Representatives

Primary (VOTING MEMBER): Vacancy

Secondary (VOTING MEMBER): **Mrs. D. Haddad**

Special (VOTING MEMBER): **Mrs. R. Gallagher**

### Teacher Representatives

(NON-VOTING MEMBER): **Mr. D. Kitchen**

(NON-VOTING MEMBER): Vacancy

(NON-VOTING MEMBER): Vacancy

## TRAFFORD COUNCIL

### MEMBERSHIP OF COMMITTEES 2013/14

#### Notes on Membership:

(1) The Health Scrutiny Committee shall have a membership of 11, or, where this does not achieve the political balance required under the Local Government and Housing Act 1989, whatever figure is necessary to reflect the proportional representation of political groups.

(2) The Health Scrutiny Committee shall be chaired by a Councillor who is not a member of the largest political group on the Council, unless there is no such person serving on the Committee. The person appointed as Vice-Chairman shall be a member of the largest political group on the Council.

(3) The Chairmen of both the Scrutiny Committee and the Health Scrutiny Committee shall be appointed as ex-officio Members of the opposite scrutiny committee.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>	
HEALTH SCRUTINY COMMITTEE		11	
(plus the Chairman of the Scrutiny Committee as an ex-officio Non-Voting Member)			
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>	
Councillors:-	Councillors:-	Councillors:-	
Mrs. Angela Bruer-Morris John Holden John Lamb <b>V-CH</b> Mrs. Viv Ward Mrs. Jacki Wilkinson Mrs. Patricia Young	Joanne Harding Judith Lloyd <b>CH</b> Kevin Procter Sophie Taylor	Mrs. Jane Brophy	
<b>TOTAL</b>	<b>6</b>	<b>4</b>	<b>1</b>

**TRAFFORD COUNCIL**

**MEMBERSHIP OF COMMITTEES 2013/14**

**Notes on Membership:**

(1) The Council Membership is nominated by the Leader of the Council.

(2) The Executive Member for Community Health and Wellbeing will Chair the board and a nominated individual will serve as Vice Chair.

(3) \* Denotes that this position must be represented on the HWB (Note at least one Councillor and one member of the CCG must be appointed. A representative from Healthwatch must also be a member.)

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>
HEALTH AND WELLBEING BOARD		4
(plus the Corporate Director of Children, Families and Wellbeing and 6 External Partners)		
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>
Councillors:-	Councillors:-	Councillors:-
Executive Member for Community Health and Wellbeing	Shadow Executive Member for Community Health and Wellbeing	
Executive Member for Adult Social Services		
Executive Member for Supporting Children and Families		
<b>TOTAL</b>	<b>3</b>	<b>1</b>
		<b>0</b>

Membership of the Health and Wellbeing Board shall also comprise of:

- Non-Executive Member Greater Manchester Cluster Board
- Corporate Director of Children, Families and Wellbeing \*
- Director of Public Health \*
- Chair of Clinical Commissioning Group
- Nominated Director Clinical Commissioning Group
- Clinical Commissioning Group Lay Member
- Chair Health Watch

**TRAFFORD COUNCIL**

**MEMBERSHIP OF COMMITTEES 2013/14**

**Note on Membership:** Membership of the Sub-Committee should not include ward Members for the wards where the relevant stadia are situated, currently Gorse Hill, Hale Central and Longford, to minimise potential conflicts of interest.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>
SAFETY AT SPORTS GROUNDS SUB-COMMITTEE (to be appointed by Licensing Committee)		3
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>
Councillors:-	Councillors:-	Councillors:-
David Higgins CH Paul Lally V-CH	Dave Quayle	-
<b>TOTAL</b>	<b>2</b>	<b>1</b>
		<b>0</b>



**TRAFFORD BOROUGH COUNCIL**

**CHAIRMEN OF SCRUTINY TOPIC GROUPS**

**2013/14**

**2013/14 Nominee**

Scrutiny Committee Topic Group A	-	Councillor Robert Chilton
Scrutiny Committee Topic Group B	-	Councillor John Reilly
Health Scrutiny Committee Topic Group C	-	Councillor Mrs. Patricia Young
Health Scrutiny Committee Topic Group D	-	Councillor John Holden

**TRAFFORD BOROUGH COUNCIL**

**CHAIRMEN OF NEIGHBOURHOOD FORUMS**

**2013/14**

**Neighbourhood Forum**

**2013/14 Nominee**

Altrincham North

Mrs. Jacki Wilkinson

Altrincham South

Patrick Myers

\*Old Trafford

\*Whit Stennett

Sale East

Mrs. Pamela Dixon

Sale West

Brian Rigby

Stretford

Laurence Walsh

Urmston

Mrs. Lisa Cooke

\*Chairman appointed by the Neighbourhood Forum