

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 25 November 2020
Report for: Decision
Report of: Corporate Director of Governance and Community Strategy

Report Title

COUNCIL COMMITTEES

Summary

To agree the Committees of the Council, their size, political composition, membership and terms of reference for the remainder of the 2020/21 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 remainder of the 2020/21 municipal year, as set out in Appendix 3 to the report, be approved.
- 4) That the appointment of Committee Chairs and Vice-Chairs, as set out in Appendix 3, be approved and the nomination of Opposition Spokespersons (where appropriate), be noted.
- 5) That, whilst Committee and Sub-meetings shall continue to be held virtually, as from 1st January 2021, all meetings will commence as set out in the Constitution. Arrangements to support this proposed change shall be reported to the Constitution Working Group of all party Members.
- 6) That the Council approves the appointment and memberships of the three Sub-Committees of Licensing Committee, as set out in Appendix 4.
- 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 include representation from all parties and appointed on the basis of 2:1:1:1. When acting as an Appeals Panel, the membership shall be restricted to a pool of Members who have undertaken the necessary Members Appeals Training. Please refer to the Terms of Reference (Appendix 2) for details on the role of this Panel.]

- 8) That the Council appoints to the Health and Wellbeing Board, as set out in Appendix 5, and the Board be recommended to endorse the Council's membership.

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

- Labour Group - 35 members
- Conservative Group - 19 members
- Liberal Democrat Group - 3 members
- Green Party Group - 3 members
- Independent - 1 member

1.2 Additionally, the Council is currently carrying 2 vacancies.

1.3 The regulations require that the composition of committees is in accordance with the political balance of the 63 members of the Council and that this is reviewed as a result of any changes to that balance. There have been no changes since the last review reported to the Extraordinary Meeting of the Council on 15 May 2020.

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

- Labour (35/63) - 55.56%
- Conservative (19/63) - 30.16%
- Liberal Democrat (3/63) - 4.76%
- Green Party (3/63) - 4.76%

Note:

- the vacant seats account for (2/63) - 3.17%
- and the Independent Member (1/63) - 1.59%

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

2.0 MEETING START TIMES

- 2.1 Following the Extraordinary Council meeting on 15 May 2020 and in order to assist with the Council's response to the Coronavirus Pandemic, the Council's meetings have been held virtually and at the earlier start time of 4.00 p.m.
- 2.2 Government restrictions mean that a return to physical meetings is unlikely in the near future, however, the Council may consider a return to a later start time for its meetings. As agreed at the Council meeting on 30 September, the Constitution Working Group is due to consider the impact of a return to the normal start time at a meeting in December 2020 and was scheduled to report to the Council meeting on 27 January 2021.
- 2.3 It is however clear that the earlier start times are continuing to impact on a number of members and whilst it is recognised that a return to the more normal start times will impact on officers who are working from home, it is proposed that with effect from 1st January 2021 all meetings will commence as set out in the Constitution. The arrangements to support the proposed return to 'normal' meeting times will be reported to the Constitution Working Group meeting in December.

PROPOSED COMMITTEE ENTITLEMENTS FOR THE MUNICIPAL YEAR 2020/21

Committee	No. of Members	Ex-officio Members	Co-opted Members	Proposed Places			
				LAB	CON	L/D	GP
<u>Ordinary Committees</u>							
Accounts and Audit	9	-	1	5	3	0	1
Employment	9	-	-	6	3	0	0
Planning and Development Management	13	-	-	7	4	1	1
Licensing *	15	-	-	8	5	1	1
Standards	11	-	5^^	6	3	1	1
Trafford Pandemic Scrutiny	17	-	5^	9	6	1	1
POLITICALLY BALANCED PLACINGS (excluding other Committees)	74	0	11	41	24	4	5
<u>Other Committee(s)</u>							
Health and Wellbeing Board**	5	-	16^^^	3	1	1	0
OVERALL PLACINGS	79	6	27	44	25	5	5

* Committees for which political balance rules may be disapplied

** Committee for which political balance rules do not apply

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

^ 2 Church and 3 Parent-Governor representatives

^^ 2 Parish representatives and 3 Independent members

^^^ Corporate Director of Children, Families and Wellbeing plus 16 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 9 Members, be politically balanced and shall not include any Members of the Executive. A non voting member, with appropriate skills and experience, may be co-opted on to the Committee with the approval of the Council.

Terms of Reference

Internal and External Audit

- a) Review and approve (but not direct) the Internal Audit Charter and Strategy, including internal audit resourcing.
- b) Review and approve (but not direct) the annual Internal Audit work programme. Consider the proposed and actual Internal Audit coverage and whether this provides adequate assurance on organisations main business risks, 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 and opinions (including the audit of the annual financial statements and the value for money conclusion) and seek assurance on the adequacy of management response to External Audit advice, recommendations and action plans.

Risk Management

- a) Review the adequacy of arrangements for identifying and managing the organisation's business risks, including partnerships with other organisations. This

includes review of the Council's risk management policy and strategy and their implementation.

- b) Review the robustness of the strategic risk register and the adequacy of associated risk management arrangements.
- c) Receive and consider regular reports on the risk environment and associated management action.

Internal Control Arrangements, Corporate Governance and the Annual Governance Statement

- a) Review the effectiveness of corporate governance arrangements and internal control across the organisation and the adequacy of action taken to address any weaknesses or control failures.
- b) Conduct a review of the draft Annual Governance Statement (AGS), which is a key assurance statement required to be completed each year in accordance with the Accounts and Audit Regulations 2015.
- c) Approve the final version of the Annual Governance Statement.

Anti - Fraud and Corruption Arrangements

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

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

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

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

Terms of Reference

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

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

Delegation

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

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

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

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

LICENSING COMMITTEE

Terms of Reference

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

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

Appendix 2 to the Licensing Committee's Terms of Reference

Delegated Functions

Gambling Act

TABLE OF DELEGATED FUNCTIONS

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

Appendix 3 to the Licensing Committee's Terms of Reference

List of proposed Chairs

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

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

PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Terms of Reference

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

Delegation

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

STANDARDS COMMITTEE

Terms of Reference

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

Delegation

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

TRAFFORD PANDEMIC SCRUTINY COMMITTEE

Terms of Reference

During the ongoing global COVID-19 pandemic a dedicated Scrutiny Committee has been set up to ensure democratic accountability and good governance around Council decision making is maintained during this period.

1. Title

The Committee to be named the Trafford Pandemic Scrutiny Committee (TPSC).

2. Operation

The TPSC will stand in place of Trafford Council's normal scrutiny function until 30th September 2020 and the arrangement will be subject to review after 3 months. There will be one meeting each month. All meetings will take place in working hours, virtually, with a meeting scheduled to take place 7 working days after any meeting of the Executive principally to provide both pre and post decision scrutiny in relation to decisions. The other scheduled meetings will focus principally on topics proposed in agenda setting meetings to be held as set out below.

3. Scope and function

The Committee will be appointed to discharge the functions conferred by Section 21 of the Local Government Act 2000. The principal functions of the Committee will be to act as a critical friend to the Executive through the scrutiny of decisions taken during the period that the Council is obliged to operate under restricted measures and to add value through the pre-decision scrutiny of key decisions.

Within its scope and function the Scrutiny Committee will:

- A. Review and/or scrutinise policies; proposals; and decisions made or to be taken in connection with the discharge of any of the Council's functions.
- B. Make reports and/or recommendations to the Executive and/or Council where appropriate in connection with the discharge of any of the Council's functions;
- C. Add value to the Council through pre-decision scrutiny of key decisions through using the 28-day notice.
- D. Consider any urgent matter in relation to Covid-19 affecting the area or its inhabitants.
- E. Provide for appropriate scrutiny of issues of concern arising during the course of the ongoing pandemic
- F. Promote collaborative working with the Executive.
- G. Consider items that would normally have been considered by the substantive Committees where there is a legal requirement that such matters are reviewed/considered during the period of this emergency

4. Work Programme

- The core function of the TPSC will be to review and add value to the Council's decision making during a time of national emergency; to consider urgent Covid related matters; and to provide appropriate scrutiny in relation to issues of concern arising during the ongoing pandemic. The relevant Portfolio holder/Chief Officer will provide Members with a verbal report in respect of any decision which is being reviewed, or which is proposed to be made at the following Executive meeting, or in relation to any issue/matter subject to review.

The Work of the TPSC will focus on;

- **Public Questions** - relating only to items on the Agenda
- **Post Decision Scrutiny** - Members will receive an overview of recent key, delegated and urgent decisions that have been taken since the last meeting of the Executive and will have the opportunity to review such decisions.
- **Pre – decision Scrutiny** - Members will be given an overview of key decisions that are expected to be taken over the following month and will have the opportunity to feed back any comments or concerns in relation to such proposed decisions to the Executive through the relevant Portfolio holder/Chief Officer.
- **Focussed Scrutiny** – Members will be given an overview of agenda items which relate to urgent matters relating to the Covid pandemic or issues of concern arising during the ongoing pandemic

5. Agenda Setting

The Chair and Vice Chair of the Committee, together with the Chairs of the suspended Children's and Health Scrutiny Committees will meet regularly with the Statutory Scrutiny Officer in order to agree the agendas for the meetings taking place during the operation of the TPSC

6. Task Groups

As the TPSC has been constituted to perform specific functions around decision making and will meet frequently for that purpose during the pandemic, it will not undertake Task and Finish work.

7. Membership

The TPSC will have a membership of 17 Councillors who are not members of the Executive, appointed on a Proportional Representation basis by Council. Currently 8 Labour, 5 Conservatives, 1 Liberal Democrat and 1 Green, to be nominated by group leaders. In addition the Chairs of the suspended Children's Scrutiny Committee and Health Scrutiny Committees will be members of the Committee with full voting rights

Co-optees

The Committee will have no co-optees, but at the discretion of the Chair can invite co-optees of the suspended Children's and Health Scrutiny Committees if a relevant item is to be considered by the TPSC.

8. Substitutes

There will be no substitutes allowed in order to aid the efficient short-term operation of the Committee.

9. Chair and Vice Chair

The Committee will be chaired by the current chair of the main Scrutiny Committee and the Vice Chair will be the current vice chair of that committee.

10. Quorum

The quorum shall be a third of Members of the Committee.

Where a meeting is inquorate those Members in attendance may meet informally but any decisions shall require appropriate ratification at the next quorate meeting of the TPSC.

11. Public speaking

If a Member of the public wishes to ask a question on any item on the Agenda, they are required to indicate they wish to speak by 12 noon the day before the meeting, this is to allow Governance Services the necessary time to enable them to join a meeting and facilitate when they can speak. They can submit a written question that the Chair will ask instead, as long as it is received by Governance Services by 12 noon the day before the meeting.

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

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

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

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

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

The Panel shall:

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

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

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

HEALTH AND WELLBEING BOARD

Terms of Reference

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

TRAFFORD COUNCIL**MEMBERSHIP OF COMMITTEES 2020/21**

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

COMMITTEE		NO. OF MEMBERS	
ACCOUNTS AND AUDIT		9 (plus 1 Co-optee)	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton CH Jayne Dillon Judith Lloyd V-CH Rose Thompson Barry Winstanley	Chris Boyes OS Nathan Evans Alan Mitchell		Geraldine Coggins
TOTAL	5	3	0
		0	1

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

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

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.

COMMITTEE	NO. OF MEMBERS
EMPLOYMENT	9

LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
David Acton Akilah Akinola Joanne Bennett CH Mike Cordingley Rose Thompson Amy Whyte V-CH	Chris Boyes John Holden Brian Rigby OS	-	-
TOTAL	6	3	0

Substitute Members:

<i>vacancy</i>	Sean Anstee	-	-
(1)	(1)	(0)	(0)

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

Notes on Membership:

(1) It is advisable that the number of members serving on both the Licensing and Planning and Development Management 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.

COMMITTEE		NO. OF MEMBERS	
LICENSING		15	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton David Jarman CH Steven Longden Adele New Whit Stennett Sophie Taylor Simon Thomas V-CH Denise Western	Dan Bunting Dylan Butt OS Mrs. Claire Churchill John Holden Patrick Myers	Julian Newgrosh	Michael Welton
TOTAL	8	5	1
		1	1

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

Note on Membership: It is advisable that the number of members serving on both the Planning & Development Management 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.

COMMITTEE		NO. OF MEMBERS	
PLANNING AND DEVELOPMENT MANAGEMENT		13 (plus 7 Substitutes)	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Mike Cordingley Ben Hartley V-CH Kevin Procter Whit Stennett Simon Thomas Aidan Williams CH Barry Winstanley	Dr. Karen Barclay Thomas Carey Dave Morgan Brian Rigby OS	Meena Minnis	Daniel Jerrome
TOTAL	7	4	1

Substitute Members:

David Acton Akilah Akinola <i>vacancy</i>	Nathan Evans John Holden	Julian Newgrosh	Michael Welton
(3)	(2)	(1)	(1)

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

COMMITTEE		NO. OF MEMBERS	
STANDARDS		11	
		+ 2 PARISH REPRESENTATIVES + 3 INDEPENDENT MEMBERS	
		+ 2 INDEPENDENT PERSONS (of the Hearing Panel)	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Dr. Serena Carr Karina Carter Ben Hartley David Jarman Kevin Procter CH Denise Western	Miss Linda Blackburn V-CH Dylan Butt Patrick Myers	Julian Newgrosh	Geraldine Coggins
TOTAL	6	3	1

NON-VOTING CO-OPTTEES (5)

2 Parish Representatives: **Mr. A. Rudden** and **1 vacancy**

3 Independent Members: **Mr. D. Goodman**, **Mr. C. Griffiths** and **Mr. R. Brown**

INDEPENDENT PERSONS OF THE HEARING PANEL (2)

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

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

Notes on Membership:

(1) The Scrutiny Committee shall have a membership of 17, 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-Chair shall not be a member of the same political group as the person appointed as Chair.

COMMITTEE		NO. OF MEMBERS	
TRAFFORD PANDEMIC SCRUTINY COMMITTEE		17	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
David Acton ¹ CH Barry Brotherton Dr. Serena Carr Judith Lloyd Steven Longden Rose Thompson Denise Western ⁴ Amy Whyte Barry Winstanley	Sean Anstee Dr. Karen Barclay ³ Miss Linda Blackburn John Holden John Lamb ² V-CH Brian Shaw	Julian Newgrosh	Geraldine Coggins
TOTAL	9	6	1

Chair and Vice-Chairs of the temporally suspended Scrutiny Committees

- 1 Scrutiny Committee Chair
- 2 Scrutiny Committee Vice-Chair
- 3 Health Scrutiny Committee Chair
Health Scrutiny Committee Vice-Chair – Councillor Sophie Taylor
- 4 Children and Young People’s Scrutiny Committee Vice-Chair
Children and Young People’s Scrutiny Committee Vice-Chair – Councillor Thomas Carey

TRAFFORD PANDEMIC 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*):

Secondary (*VOTING MEMBER*):

Special (*VOTING MEMBER*):

Teacher Representatives

(*NON-VOTING MEMBER*):

(*NON-VOTING MEMBER*):

(*NON-VOTING MEMBER*):

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

COMMITTEE		NO. OF MEMBERS	
PUBLIC PROTECTION SUB-COMMITTEE		9	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Barry Brotherton David Jarman CH Simon Thomas V-CH Sophie Taylor <i>1 appointment to be confirmed</i>	Dan Bunting Dylan Butt OS Mrs. Claire Churchill	-	Michael Welton
TOTAL	5	3	0
			1

[5 Substitutes: Councillors John Holden, Steven Longden, Patrick Myers, Adele New, and Whit Stennett.]

Terms of Reference

1. To exercise powers in relation to the following functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
 - (iv) all licensing and registration functions except those relating to town and country planning, the regulation of the use of the highway and Safety at Sports Grounds.
 - (v) 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
 - (vi) associated functions under any local Act.
2. Membership of the Public Protection Sub-Committee shall comprise 9 Members (5:3:1) with up to 5 substitute Members being allowed (3:2:0). The substitute Members for the Public Protection 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 Public Protection Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

LICENSING SUB-COMMITTEE

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

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

CHAIRS

5

CHAIR

ORDER OF PRIORITY

David Jarman	1	Chair of Licensing
Simon Thomas	2	Vice-Chair of Licensing
Dylan Butt	3	Opposition Spokesperson
Barry Brotherton	4	Member of Licensing
<i>to be confirmed</i>	5	Member of Licensing

TOTAL 5

LICENSING SUB-COMMITTEE

Terms of Reference

1. To exercise the Licensing Sub-Committee's functions under the Licensing Act 2003 regarding consideration of contested applications and reviews.
2. To establish one or more Sub-Committees under Section 10 (1) of the Licensing Act 2003 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Licensing Act 2003. The functions to be exercised by the Sub Committees include the functions set out at Agenda Item 4, Appendix 1.
3. To establish one or more Sub-Committees under 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 Gambling Act 2005. The functions to be exercised by the Sub-Committees include the functions set out at Agenda Item 4, Appendix 2.
4. Sub-Committees shall be appointed as follows:-
 - (a) one Member to be taken from the list of proposed Chair;
 - (b) the other two Members to be drawn from membership of the Licensing Committee, and may include Members from the list of Chairs;

- (c) the membership of the Sub-Committees to reflect the political balance of the Council where possible;
 - (d) subject to the above, membership of the Sub-Committees to be determined by the Director of Legal and Democratic Services in consultation with the Chair of the Licensing Committee;
 - (e) where possible a Sub-Committee will not consider applications relating to premises located in the wards represented by its members.
5. When the Licensing Sub-Committee consists of more than one member from the list of Chairs it will be chaired in accordance with the order of priority.

Delegation

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

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

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.

COMMITTEE		NO. OF MEMBERS	
SAFETY AT SPORTS GROUNDS SUB-COMMITTEE (to be appointed by Licensing Committee)		3	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Kevin Procter V-CH Amy Whyte CH	John Holden	-	-
TOTAL	2	1	0
		0	0

Terms of Reference

To receive reports from the Safety at Sports Grounds Advisory Group, or other source, in relation to any matters concerning safety at sports grounds in the Borough. To promote public awareness of safety issues arising from those reports and to undertake annual inspections of the sports grounds on behalf of the Council.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Safety at Sports Grounds Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2020/21

Notes on Membership:

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

(2) The Chair for the Health and Wellbeing Board will rotate on an annual basis between Trafford Council and NHS Trafford Clinical Commissioning Group.

(3) * Denotes that this position must be represented on the HWB as per the Health and Social Care Act 2012 (Note: at least one Councillor, one member of each relevant CCG, a representative of the local Healthwatch organisation plus any other members considered appropriate by the Council, must be appointed.)

COMMITTEE		NO. OF MEMBERS	
HEALTH AND WELLBEING BOARD		5	
		(plus *Corporate Director of Children Services, Corporate Director of Adult Services, *Director of Public Health and 16 External Partners)	
LABOUR GROUP	CONSERVATIVE GROUP	LIBERAL DEMOCRAT GROUP	GREEN PARTY GROUP
Councillors:	Councillors:	Councillors:	Councillors:
Executive Member for Health, Wellbeing and Equalities	Shadow Executive Member for Health, Wellbeing and Equalities	Jane Brophy	
Executive Member for Adult Social Care			
Executive Member for Children's Social Care			
TOTAL	3	1	0

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

- NHS Trafford Clinical Commissioning Group (3 representatives: Chair, Chief Operating Officer and Clinical Director/Representative)
- Chair of Health Watch
- Third Sector (2 representatives)
- Independent Chair Children's Local Safeguarding Board
- Independent Chair Adult Safeguarding Board
- Chair of the Safer Trafford Partnership - GMP
- Chair of the Trafford Sports and Physical Activity Partnership
- Chief Executive Officers of health care providers (4): (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)
- Greater Manchester Fire and Rescue Service Representative
- Greater Manchester Health and Social Care Partner Representative